

Regular Board Meeting Minutes

April 25, 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 and Director Troy Taylor.

STAFF PRESENT

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

OTHERS PRESENT

Jeff Scogin, LJA Engineering was present.

INVOCATION AND PLEDGES

Invocation was given by Secretary Trey Haney and Pledges were led by Director Troy Taylor.

MEETING AGENDA

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, LJA Engineering presented the engineer's monthly status report as follows:

**2015 Surplus Funds Water and Sanitary Sewer Projects
ENGINEERING INVOICE DETAIL
March 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)**

LJA's Electrical Engineer worked on the electrical design for the Alamo lift station.

**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
March 2022**

Services through this month include coordination with TWDB and bidding phase services. A pre-construction meeting was held April 12th and the contract documents have been executed and provided to the TWDB for approval. Once approved, a Notice to Proceed will be issued. We anticipate construction starting the first or second week of May.

Mr. Scogin stated a pre-construction meeting is scheduled for Tuesday, May 2, 2022. Board Members discussed the attendance of a Board member to acquire more knowledge on the project. Mr. Scogin stated Board Members are more than welcome to attend.

A motion was made by Vice President Tim Beard and seconded by Director Kelly Brewer to approve LJA Engineering, Inc. Monthly Status Report concerning ongoing District projects 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. 202208951 in the amount of \$3,307.50 for Project No. B877-6282 – General Services – Chloramine Study; and Invoice No. 2022067474 in the amount of \$2,000.00 for Project No. 6560D – Surplus Funds Sanitary Sewer System Improvements – Alamo Lift Station; for a Grand Total of \$5,307.50.

A motion was made by Director Troy Taylor and seconded by Secretary Trey Haney to approve payment of LJA Engineering, Inc. monthly invoices for District projects as listed: Invoice No. 202208951 in the amount of \$3,307.50 for Project No. B877-6282 – General Services – Chloramine Study; and Invoice No. 2022067474 in the amount of \$2,000.00 for Project No. 6560D – Surplus Funds Sanitary Sewer System Improvements – Alamo Lift Station; for a Grand Total of \$5,307.50. All voted Aye.

4. Consideration and possible action regarding a request from the City of Rose City, Texas to provide water services to the customers within the City Limits of the City of Rose City, Texas.

A discussion was held regarding feasibility studies to provide the City of Rose City with water service and to ensure that the City is willing to pay for the studies.

A motion was made by Director Troy Taylor and was seconded by Vice President Tim Beard to authorize the staff to move forward in working with the City of Rose City regarding their requests for water service from the District provided that the City is willing to pay for any studies or cost incurred while deciding. All Voted Aye.

5. Consideration and possible action to authorize a Letter of Termination giving a thirty (30) Day Notice to The Ferguson Law Firm that the agreement between Orange County Water Control & Improvement District No. 1 and The Ferguson Law Firm will be terminated 30 days from date of the Letter of Termination.

Chris Serres, General Manager, informed the Board that after posting the Agenda, the District received a waiver from the Ferguson Law Firm waiving the requirements of a thirty (30) day notice prior to termination of the contract between Orange County Water Control & Improvement District No. 1 and the Ferguson Law Firm.

A motion was made by Secretary Trey Haney and seconded by Director Kelly Brewer to accept the waiver and to terminate the contract with The Ferguson Law Firm effective immediately. Vice President Tim Beard, Secretary Trey Haney, Director Kelly Brewer voted Aye. Director Troy Taylor voted Nay.

6. Consideration and possible action to authorize the solicitation of Statements of Qualifications from experienced legal firms or an individual attorney for the purpose of providing legal services to Orange County Water Control & Improvement District No. 1 including general counsel, legal services, guidance on special projects, and advisement as needed.

Board Members discussed calling a Special Board Meeting to review and meet an individual attorney on Monday, May 2, 2022, at 5:30 p.m.

A motion was made by Director Kelly Brewer and seconded by Director Troy Taylor to table the solicitation of Statements of Qualifications from experienced legal firms or an individual attorney for the purpose of providing legal services to Orange County Water Control & Improvement District No. 1 including general counsel, legal services, guidance on special projects, and advisement as needed. All voted Aye.

7. Consideration and possible action to authorize the solicitation and advertisement of Request for Proposal from Grant Service Administrators to assist Orange County Water Control & Improvement District No. 1 with the application process for the HGMP Texas COVID-19 Pandemic (DR-4485).

A motion was made by Director Kelly Brewer and seconded by Secretary Trey Haney to authorize the solicitation and advertisement of Request for Proposal from Grant Service

Administrators to assist Orange County Water Control & Improvement District No. 1 with the application process for the HGMP Texas COVID-19 Pandemic (DR-4485). All voted Aye.

8. Consideration and possible action to authorize the solicitation and advertisement of Request for Qualifications from Engineering Firms to assist Orange County Water Control & Improvement District No. 1 with the application process for the HGMP Texas COVID-19 Pandemic (DR-4485).

A motion was made by Director Kelly Brewer and seconded by Secretary Trey Haney to authorize the solicitation and advertisement of Request for Qualifications from Engineering Firms to assist Orange County Water Control & Improvement District No. 1 with the application process for the HGMP Texas COVID-19 Pandemic (DR-4485). All voted Aye.

9. Consideration and possible action regarding approval/amendments of the minutes of the March 21, 2022, Regular Board Meeting.

A motion was made by Director Kelly Brewer and seconded by Secretary Trey Haney to approve the minutes of the March 21, 2022, Regular Board Meeting. All voted Aye.

10. Board Member comments.

- Director Troy Taylor- In thinking ahead with the growth within the District, he entertained the idea with the Board of Orange County providing water Region wide from entity to entity with meters on each side. He is acquainted with the Director of Mauriceville Utility District (MUD) and discussed our District's problem Well. It was mentioned that Mauriceville has a water line in White Village that our District could tap in with meters on both sides as an idea in helping District to District if ever in need. He enjoyed the Seminar.
- Director Kelly Brewer- He had a troubled Well in Silsbee that was barely producing. He poured 4 cups of a product called Bore Saver from Wholesale Pump down in the Well and within 48 hours productivity increased. In a week the productivity increased substantially in combined with using a smaller pump. In using this product, it has also started to resolve a manganese problem to no longer using phosphate products. He also stated that he liked the seminar.
- Vice President Tim Beard- He feels the seminar was money well spent and looking forward to another in the future. We were very fortunate to have had Larry Hunter as our District's attorney and expressed his gratitude for the service provided by Mr. Hunter.
- President Frank Inzer- He enjoyed the seminar. The speaker at the end was very enlightening on our job as Board of Directors and he appreciated her perspective. He spoke on the loss of Larry Hunter. He spoke highly on Mr. Hunter's work ethics and stated he was an asset the Board. Mr. Hunter supported our community and our District and it is going to be hard to replace him.

11. Consideration and possible action regarding adopting **Local Option Property Exemptions** for the **2022 Tax Year**.

Chris Seres presented the Local Option Residence Homestead Exemption for the Tax Year 2022 to the Board. If adopted by the governing body, the percentage adopted by the taxing unit may not exceed 20% and not less than \$5,000 of the appraised value and an individual who is disabled or is 65 or older is entitled to an exemption of a

portion of residence homestead (An eligible disabled person who is 65 or older may not receive both exemptions).

A motion was made by Director Troy Taylor and seconded by Secretary Trey Haney to adopt **Local Option Property Exemptions** for the **2022 Tax Year** as presented. All voted Aye.

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

Chris Serres presented the Manager's monthly status as follow:

- Budget Committee Meeting- Board Members decided to scheduled meeting on Tuesday, May 3, 2022, at 12:00 p.m.
- At a previous meeting a discussion was held concerning the installation of a meter at 830 Sarver and to charge the customer in the sum of \$766.50. Per our staff request, Mrs. Serres asked the Board to waive the charge at this time for the concern of possible retaliation from previous encounters with the customer's erratic behavior. Board Members decided that the District will assume the cost of the meter installation and to place the charge on the customer's bill putting the charge on hold at this time.
- Cindy Shafer- Retiring, effective June 30, 2022. She is utilizing her vacation and sick time as of April 15, 2022.
- LPSS units- 758 in the District
- Mrs. Serres presented and briefly discussed with the Board the email of the guidelines that the Water District is obligated regarding General Fund and Fund Balances overall, District Budgets, Bonds, Revenue Notes, Application of Federal and State Grants, etc.
- Positive Pay service is working effectively following the completion of processing checks on all accounts.
- She gave an overview of the financials for the month of March 2022 starting that Billings is down \$9,382.78 when compared to last month's billing. The District's Year To Date Annual is right on target, slightly above. Revenues came in at \$100,799 more than expenditures. Revenues for the month were \$399,829; Expenditures for the month were \$299,030. She then gave an overview of line items of expenditures. She discussed with the Board the substantial increase on cost for parts for pumps and equipment. Bank statements on all accounts are balanced with a combined total of \$9,216,029.50. With an Interest Rate increase from .122800% previous month to .291100% current month; Interest earned for the month of March 2022 was \$2,272.10.
- David LeJune presented the Field Report stating that 30,050,000 gallons of water was pumped into the systems with 10.01% being unaccounted. He stated 29,483,000 gallons of wastewater was treated at the plant. There were 218 water jobs and 55 sewer jobs; a combined total of 273 work orders were completed during the month of March 2022.

A motion was made by Vice President Tim Beard and seconded by Director Kelly Brewer to approve the General Manager's monthly status and financial report as presented. All voted Aye.

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

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

14. Adjournment.

A motion was made by Director Troy Taylor and seconded by Director Kelly Brewer to adjourn the meeting at 7:15 p.m. All voted Aye.



Frank Inzer, President



Trey Haney, Secretary

