



Meeting Minutes

January 19, 2015– 5:30 pm

Orange County Water Control & Improvement District No. 1 Board Room
460 E Bolivar Street, Vidor, Texas

Robert ViatorPresident
Frank Inzer..... Vice-President
Tim Beard Secretary
Trey Haney Director
Guy Groves Director

Norman BlackmanGeneral Manager
David LeJune Operations Manager
Karen Sampson..... Office Manager
Chris Serres.....Financial Director

Others present: Jeff Scogin, Carroll & Blackman Consulting
Engineers, Inc.; Larry Hunter, Provost Umphrey Law Firm;
Ernest Bayard, Citizen

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 TO ORDER

Robert Viator, Board President, called the meeting to order, with a quorum present.

INVOCATION & PLEDGE OF ALLEGIANCE

Mr. Haney offered the invocation and Mr. Groves led the pledges.

MEETING AGENDA

1. Citizen comments.
No Citizens commented.

2. Consideration of and possible action regarding of Carroll & Blackman, Inc.'s Monthly Status Report concerning ongoing District projects.

Mr. Viator read the agenda item

Jeff Scogin presented the report. The Contractors are completing the punch list for Project B. Mr. Scogin presented the progress map regarding Project C to the Board. Mr. Viator asked for a motion Mr. Groves and seconded by Mr. Haney to approve the Carroll & Blackman, Inc.'s Monthly Status Report concerning ongoing District projects, as presented. Motion carried. See attachment.

3. Consideration of and possible action regarding approval of Carroll and Blackman, Inc., monthly invoices for District projects as listed:
Invoice 21285 Contract C – Sanitary Sewer Collection System Rehabilitation in the amount of \$17,432.00.

Mr. Viator read the agenda item.

Mr. Blackman recommended payment.

Mr. Viator asked for a motion.

A motion was made by Mr. Haney and seconded by Mr. Inzer to approve Carroll and Blackman, Inc., monthly invoices for District projects as listed: Invoice 21285 Contract C – Sanitary Sewer Collection System Rehabilitation in the amount of \$17,432.00, as presented. Motion carried. See attachment.

4. Consideration of and possible action regarding request for payment on Estimate No. 16 from T. Construction LLC., in the amount of \$121,152.60 for Construction Contract TWDB No. 72129-SRF-3358-02 – Contract C – Sanitary Sewer Rehabilitation Project.

Mr. Viator read the agenda item.

Mr. Scogin informed the Board that this invoice includes replacement of 578' of 8" sewer line and 1754' of 12" sewer line. Mr. Scogin and Mr. Blackman recommended payment of invoice.

Mr. Viator asked for a motion.

A motion was made by Mr. Beard and seconded by Mr. Inzer to approve the request for payment on Estimate No. 16 from T. Construction LLC., in the amount of \$121,152.60 for Construction Contract TWDB No. 72129-SRF-3358-02 – Contract C – Sanitary Sewer Rehabilitation Project, as presented. Motion carried. See attachment.

5. Consideration of and possible action regarding approval of Change Order No. 2 for Contract C, Sanitary Sewer Collection System Rehabilitation, TWDB No. 72129-SRF-3358-02 in the amount of \$208,018.00 for rehabilitation of an additional 4,430 feet of concrete sewer line, including necessary appurtenances such as manholes, clean-outs, and service line renewals, generally along the following streets: IH-10 from Slaughter Street to the west, IH-10 from Vaughn Street to the west, Duke Street, and South Main Street from Orange Street to Reynolds Lane.

Mr. Viator read the agenda item.

Mr. Blackman informed the Board that this Change Order is at the request of the District. There were several lines that were missed in the original Sewer Rehabilitation plans. These are old concrete lines and need to be replaced within the

existing contract. This will insure that the entire area considered for rehab will be complete with new sewer lines. There is a problem area on South Main Street the District wants to include in this Change Order. This area was not in the original scope of work, but while there is an opportunity to provide new lines, the District is proposing this work be added. There was a lengthy discussion regarding the possible road repair due on South Main by TxDot. Mr. Scogin will consult with the TxDot representatives to confirm dates for the project. The Board was in agreement to proceed with our project.

Mr. Viator asked for a motion.

A motion was made by Mr. Inzer and seconded by Mr. Groves to approve the Change Order No. 2 for Contract C, Sanitary Sewer Collection System Rehabilitation, TWDB No. 72129- SRF -3358-02 in the amount of \$208,018.00 for rehabilitation of an additional 4,430 feet of concrete sewer line, including necessary appurtenances such as manholes, clean-outs, and service line renewals, generally along the following streets: IH-10 from Slaughter Street to the west, IH -10 from Vaughn Street to the west, Duke Street, and South Main Street from Orange Street to Reynolds Lane, as presented. Motion carried. See attachment.

6. Consideration of and possible action regarding approval of an amendment to the engineering contract with Carroll & Blackman, Inc., in the amount of \$34,531.00, for the services necessary to implement the design and construction management of the 4,430 feet of additional sewer line rehabilitation added by Change Order to Contract C, Sanitary Sewer Collection System Rehabilitation.

Mr. Viator read the agenda item.

Mr. Blackman informed the Board that the contract amount is based on the same 16.6% rate as the original engineering fees. Mr. Inzer asked if the District should wait for official information regarding the possible TxDot road construction on South Main. Mr. Blackman replied that the timeframe for the District's sewer construction on South Main will most likely move forward faster than TxDot's scheduled road construction. Mr. Viator asked for a motion.

A motion was made by Mr. Groves and seconded by Mr. Beard to approve the amendment to the engineering contract with Carroll & Blackman, Inc., in the amount of \$34,531.00, for the services necessary to implement the design and construction management of the 4,430 feet of additional sewer line rehabilitation added by Change Order to Contract C, Sanitary Sewer Collection System Rehabilitation, as presented. Motion carried. See attachment.

7. Consideration of and possible action regarding approval/amendments to the minutes of the December 15, 2014 regular meeting.

Mr. Viator read the agenda item.

Mr. Viator asked for a motion.

A motion was made by Mr. Haney and seconded by Mr. Inzer to approve the minutes of the December 15, 2014 regular meeting, as presented. Motion carried.

8. Board Members comments.

Mr. Viator read the agenda item.

Mr. Inzer asked about the District's GIS project, Mr. Blackman replied he would address that subject in his General Manager's report.
No other comments.

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

Mr. Viator read the agenda item.

Mr. Blackman covered his ongoing topics. The 100,000 gallon Elevated water tank located at the main District office. The Board had several comments as to what should be done with the tank. Mr. Blackman wanted the Board to decide if they wanted to abandon the tank or rehab the tank. Mr. Haney would like the District to obtain a firm bid to demolish the tank. Mr. Blackman updated the Board that a total 11 letters regarding sewer only overdue accounts have been sent to the offending citizens. Mr. Blackman presented an overview regarding the Billing rate study information. Mr. Viator asked that this issue be reviewed in an effort to base the RNP payments in accordance with a customer's water usage, plus a lesser set RNP fee assessed to all customers. The Board indicated they would like some examples to view at the next meeting. Mr. Blackman stated that would be available at the February 16th Board meeting.

Ms. Serres presented the financial reports and Mr. LeJune presented the Field and LPSS reports.

Mr. Viator asked for a motion.

A motion was made by Mr. Groves and seconded by Mr. Inzer to approve the General Manager's monthly status and financial report, as presented. See attachments.

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

Mr. Viator read the agenda item.

Mr. Viator asked for a motion.

A motion was made by Mr. Haney and seconded by Mr. Beard to approve the District's monthly bills, as presented. Motion carried. See attachment.

11. Consideration of and possible action regarding adopting a revised "OFFICE OPERATIONS POLICY FOR WATER AND SEWER SERVICES" (billing rates) to reflect the following changes:

- a) Remove Mobile Home Parks (MHP's) from the "MULTI-UNIT WATER AND SEWER RESIDENTIAL" billing rate category. MHP's will be billed in the single Commercial category along with RV Parks.
- b) Change the bill payment due date from the 25th of each month to the 3rd Wednesday of each month. Service cut-off date for non-payment will be the Tuesday following the 3rd Wednesday.

Mr. Viator read the agenda item.

Mr. Viator asked for a motion.

A motion was made by Mr. Groves and seconded by Mr. Inzer to table agenda item 11(a) and to approve agenda item 11(b), to Change the bill payment due date from

the 25th of each month to the 3rd Wednesday of each month. Service cut-off date for non-payment will be the Tuesday following the 3rd Wednesday, as presented. Motion carried.

12. Consideration of and possible action regarding appointing budget, audit and insurance committees.

Mr. Viator read the agenda item.

Mr. Beard and Mr. Inzer were appointed to the Audit committee, Mr. Viator and Mr. Inzer were appointed to the Budget committee, and Mr. Haney and Mr. Groves were appointed to the Insurance Committee.

Mr. Viator asked for a motion.

A motion was made by Mr. Beard and seconded by Mr. Haney to approve the appointments. Motion carried.

13. Consideration of and possible action regarding a proposal to sell the Tax Trust Property located at 1910 Chinkapin Vidor, Texas, Tax account # 002524-001621.

Mr. Viator read the agenda item.

Mr. Viator asked for a motion.

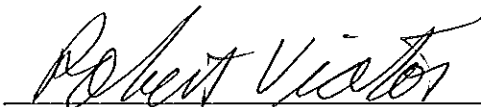
A motion was made by Mr. Inzer and seconded by Mr. Beard to approve the sell the Tax Trust Property located at 1910 Chinkapin, Vidor, Texas, Tax account # 002524-001621, as presented by the Orange County Tax Assessor – Collector. Motion carried. See attachment.

14. Adjournment.

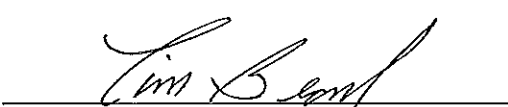
Mr. Viator asked for a motion.

A motion was made by Mr. Inzer and seconded by Mr. Beard to adjourn the meeting. Motion carried.

The meeting adjourned at 8:40 P.M.



Robert Viator, President



Tim Beard, Secretary