

**MINUTES OF
MEETING**

Regular Meeting Minutes

December 16, 2019 – 5:30 pm

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

Robert L. Viator, Sr.....	President
Frank Inzer.....	Vice President
Tim Beard.....	Secretary
Trey Haney.....	Director
Guy Groves.....	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 Robert L. Viator, Sr. called the meeting to order at 5:30 p.m.

ANNOUNCE THE PRESENCE OF A QUORUM

President Viator announced the presence of a quorum with the following Board Members present Robert L. Viator, Sr., Frank Inzer, Tim Beard, and Trey Haney. Guy Groves was absent.

STAFF PRESENT

Chris Serres, General Manager, Jason Ponder, Office Manager, Rayford Ackley, Chief Plant Operator, and the District's Attorney, Larry Hunter, were present.

OTHERS PRESENT

Rayford Ackley, Chief Plant Operator, Toby Davis of LJA Engineering, Inc., and Earnest Bayard were present.

INVOCATION AND PLEDGES

The invocation was given by Secretary Beard and the Pledges were led by Director Trey Haney.

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.

Toby Davis presented LJA Engineering's monthly status report as follows:

6560D – Surplus Funds Sanitary Sewer System Improvements Project (Contract 4 – Sanitary Sewer Lift Station Rehabilitation Project):

There was no invoicing during this period for this project. Most of LJA's efforts last month were on the control valve issue at Well Site 7. With that effort, and Thanksgiving, LJA did not make any significant amount of progress on this project. They also expect that little progress will be made in December given absences of some LJA staff for medical reasons and a two-week shutdown for the holidays. LJA has scheduled a meeting with the District staff for January to review previous design decisions and discuss remaining issues that need to be addressed for the plans to be completed.

Director Haney asked about the force main.

Toby Davis explained that the force main was a 16" line that ran from Clover Leaf L/S to the Treatment Plant. The project includes Alamo L/S, West Davis L/S, and Poplar L/S. The plan is to tie Alamo Lift Station and Poplar Lift Station into the force main and pump them directly to the Wastewater Treatment Plant. District staff checked all the air valves on the force main to make sure the valves are working correctly because Toby Davis, Engineer, had some concerns regarding his data and Rayford Ackley's, Chief Plant Operator, data being different. The air valves are all in correct working order and Toby can now complete the project.

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:

Services through this month include design phase services. LJA has coordinated with the City, TWDB, and the City's consultants. The project is in the early stages of design and LJA has coordinated with the electrical engineer and structural engineer. Design of the platform and site layout will begin shortly.

Sanitary Sewer Line Replacement Project CDBG Project No. 7217480:

Private sewer service yard line replacements are ongoing. Sixteen service line connections have been replaced from November 6th thru December 11th. A total of 100 houses have been completed.

Chris Serres, General Manager, informed the Board that, as of December 16th, a total of 105 private sewer service yard lines have been replaced to date.

President Viator asked if we were going to come out okay on the project.

Chris Serres explained that the District was granted an extension to May 31, 2020 and this extension will allow us to meet the guidelines set out by the grant.

Toby Davis informed the Board that an invoice in the amount of \$7,598.00 for the TTHM Project has been submitted for Board approval. He stated that he just wanted to make sure the Board understood that it was for work performed for the TTHM project even though it is submitted under the caption of "General Services".

Vice President Inzer expressed that he was glad we were finally moving forward after a long time being at a stand still.

A motion was made by Secretary Beard and seconded by Director Haney to accept LJA monthly status report. All Voted Aye.

3. Consideration and possible action regarding approval of LJA Engineering, Inc. monthly invoices for District projects as listed:

Invoice No. 201922713 in the amount of **\$7,598.00** for Project No. **B877-6282** – General Services and **Invoice No. 201922225** in the amount of **\$889.13** for Project No. **B877-1005** – Disaster Recovery – Sanitary Sewer LS Restoration Project for a **Grand Total of \$8,487.14**.

Director Haney Asked what JK Engineering, from the General Service invoice, did.

Toby Davis explained that, due to all the changes that are being made with the Air Stripper at Well #7 for the TTHM Project, he hired JK Engineering, Electrical Engineers, to ensure that the controls for the valve on the Air Stripper are correct.

A motion was made by Vice President Inzer and seconded by Secretary Beard to approve payment of LJA Engineering monthly invoices. All Voted Aye.

4. Consideration and possible action regarding authorization to begin developing a scope of work plan for the replacement of the Well #5 Ground Storage Tank and to authorize a Representative of the District to approve a Work Authorization Agreement with LJA Engineering, Inc. for the Well #5 Ground Storage Tank Replacement Project.

Chris Serres explained that the Ground Storage Tank located at Well #5 has developed a leak. Dunham Engineering was called to do an inspection and reported that the District should replace the tank within the next 12 months. The ground storage tank was built in 1995.

Secretary Beard asked how long it had been since Well #5's last inspection.

Chris Serres answered that she believes inspections are performed every three to five years but that she would have to verify the timeline.

Director Haney asked if we knew there was a leak.

Chris Serres answered we did not know there was a leak until we saw the water shooting out from the tank. She explained that J.B. Weld had been used to temporarily repair the leak. Dunham Engineering is estimating the cost to replace the tank to be \$660,000.

Director Haney asked if Well #5 is currently in use.

Chris Serres answered yes.

President Viator asked what Chris wanted the board to do tonight.

Chris Serres explained that a work authorization was needed from the board for the engineers to start the design phase, and that the engineer's cost was going to be \$73,000.

President Viator asked what exactly was the \$73,000 going to pay for.

Toby Davis explained that the price covered geotechnical investigations, designing the foundation, finding out where all the pipe for Well #5 is located, putting together a plan to reconnect the new tank, the bidding phase, and inspection fees.

Director Haney asked how does Toby and LJA Engineering decide how big the new tank should be.

Toby Davis answered that storage size is based on the storage needed currently for the number of connections in our system.

Secretary Beard asked what the typical life span of a tank like Well #5 was.

Toby Davis answered that 20 years is usually the most a tank will last, and ours lasted 24 years.

Director Haney asked how long we would get out of the new tank.

Toby Davis answered that it was an infusion bonded epoxy tank and would last probably 30 years. Toby explained that the alternative was a welded tank, but it would cost twice as much.

President Viator asked what was needed from the Board.

Chris Serres stated that the staff is asking for approval from the Board to begin developing a scope of work plan for the replacement of the Ground Storage Tank located at Well #5 and for approval of the Work Authorization submitted by LJA Engineering.

A motion was made by Director Haney and seconded by Vice President Inzer to authorize the staff to begin developing a scope of work plan for the replacement of Well #5 Ground Storage Tank and to approve the Work Authorization submitted by LJA Engineering. All Voted Aye.

5. Consideration and possible action regarding approval/amendments for the minutes of the **November 18, 2019** Regular Board Meeting.

A motion was made by Secretary Beard and seconded by Vice President Inzer to approve the minutes for November 18, 2019 Regular Board Meeting minutes. All Voted Aye.

6. Board Member comments.

Vice President Inzer expressed an idea that the District should require the use of schedule 40 pvc pipe for all individual service lines. He stated that he was told that Vidor was one of the few cities that allow the use of less than schedule 40 pipe.

A discussion followed regarding the City Ordinance that sets standards for private sewer service yard lines. The City adopts the State codes for sewer line requirements and that the state sets the minimum standard for individual service lines.

Chris Serres stated she could visit with the City Manager regarding raising the standards for private sewer service yard lines.

7. 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:

On Going Topics

- **Reminder:** The Annual Christmas Luncheon is scheduled for Thursday, December 19, 2019 at 12:00 noon and will be held at the Benoit's Louis Hall Event Center, 3085 TX-12, Vidor TX 77662. The traditional Christmas Dinner with Turkey, Ham, and all the trimmings will be served. District Offices will be closed from 12 noon until 2:00 P.M.
- **City of Vidor 2017-2018 Block Grant:** This project is ongoing and an extension to the deadline was granted, giving us the opportunity to continue replacing sewer service yard lines up to May 31, 2020. To date we have a total of 101 households eligible for sewer yard line replacement with 95 total jobs completed.

Chris Serres stated that as of today, we have 105 households eligible, and 100 homes completed.

- **TCEQ Notice of Non-Compliance with TTHM Rule:** We are now in possession of the new valve for the air stripper at Well #7, and David Lejune has begun the construction phase for getting this new valve installed.
- **Demolition of building at Tiger Lake LS:** This project is still on hold awaiting a timeline from the contractor. I did speak with him Friday, December 13, 2019 and he stated he could not begin demolition for at least another 3 weeks. That will put us into the new year before we will see any progress on the project.
- **Replacement of Spare Well Pump Motors Destroyed by Harvey Flood:** No progress has been made on this item. Four electric motors stored in the Control building at Well 5# were damaged by the Harvey Flood. TML has agreed to replace those motors, which were spare well pump motors for Well #4 and Well #5. I plan to move forward with this project as soon as possible.
- **Water Line Extension to Iwanda MHP- Update:** Ali Liaqat with Vidor Superette has paid his portion of the North 105 Water Line Extension Project. We are waiting on Larry Gray with Iwanda Mobile Home Park to pay this portion for the project. I did speak with Mr. Gray at the beginning of this week and he stated that he needed a little more time to gather the funds. As a reminder, the total cost of this project is \$59,000.00, with the District's portion to upgrade the lines to 6" lines will be \$19,000.00. Larry Gray and Ali Liaqat will fund the remainder of this project.

Chris Serres presented the Financial Report as follows:

Our billing was up a little this month. We billed \$278,00.00 water and sewer this month versus \$273,000.00 last month, which is over our projections, and our billings are starting to come up.

Statement of account balance shows all accounts balanced. The General Operating Account balance is still being watched.

Chris Serres explained the new format to show activity in the different accounts and was hopeful it would make it easier to see what has been happening in the Capital Outlay Account.

Chris Serres explained that the balance in our special projects account down to \$33,516.00. This was the fund that was used to pay for a lot of Tropical Storm Imelda content replacement, and the insurance has reimbursed us \$27,000.00 of that, and there are more reimbursements coming, so that account balance will be going back up.

For the month of November, we took in \$391,364.00. Our expenditures were \$395,399.00, making us \$4,000.00 short.

\$2,053,000.00 year to date has been collected, \$2,031,000.00 has been spent, so our year to date shows us doing better than our monthly figures show. Interest earned for the month of November is \$11,407.00.

Chris Serres presented the Field report, in David Lejune's absence, as follows:

Water pumped into the system this month was 36,451,000 gallons. We accounted for 30,586,000 gallons. The percentage unaccounted for this month is 16.09%.

We did 70 water off jobs, and 73 water on jobs. Last month was almost doubled this month's numbers. Because of the way lock offs fell last month, we did two sets of lock offs in one month. Total water jobs were 308, compared to 465 last month. We had a total of 50 wastewater jobs, compared to 79 last month. We had 20 call-ins for LPSS, but only one of them was a billable job.

A motion was made by Secretary Beard and seconded by Vice President Inzer to approve the General Manager's monthly status and financial report. All voted Aye

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

A motion was made by Vice President Inzer and seconded by Director Haney to approve the minutes for November 18, 2019 Regular Board Meeting m. All voted Aye

9. Consideration and possible action approving Resolution No. 05-2019 documenting that the Board of Directors has reviewed and approved changes to the Orange County Water Control & Improvement District No. 1's Investment Policy and Strategies in Compliance with the Public Funds Investment Act Chapter 2256 of the Texas Government Code and find and declare that the meeting at which this resolution was adopted was open to the public, that the Public Notice of time, place and subject matter of the public business to be considered was posted as required by law.

Chris Serres stated that this is a resolution that must be approved annually. There are no changes to this Resolution.

A motion was made by Director Haney and seconded by Secretary Beard to approve Resolution No.05-2019, Investment Policy and Strategies in compliance with the Public Funds Investment Act. All Voted Aye

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

Secretary Beard moved to appoint members to each committee as follows:

Audit Committee: Tim Beard and Frank Inzer
Budget Committee: Robert Viator, Sr. and Frank Inzer
Insurance Committee: Trey Haney and Guy Groves

A motion was made by Director Haney and seconded by Secretary Beard to approve maintaining the committee appointees as stated above. All Voted Aye

11. Consideration and possible action to appoint Jason Ponder as Office Manager to be effective immediately.

President Viator asked Chris Serres if it was her recommendation to appoint Jason Ponder as Office Manager.

Chris Serres answered that it is.

A motion was made by Vice President Inzer and seconded by Secretary Beard to approve the appointment of Jason Ponder to Office Manager to be effective Immediately. All Voted Aye

12. Adjournment.

A motion was made by Vice President Inzer and seconded by Director Haney to adjourn at 6:30 p.m. All Voted Aye.



Robert L. Viator, Sr., President



Tim Beard, Secretary

