

Bolivar Peninsula Special Utility District
Minutes of the Regular Meeting, February 13, 2018

Directors Present

George Strong, Vice President
D. J. Hutchison
Wayne Turk
Dennis Stafford
Hollis Gassen, President
Maria Skewis

Staff Present

Jo E. Ball, General Manager
Donald Crawford
Clifford Howard

Others Present

Kurt Ploeger

Item 1 Call to Order: At 6:00 PM President, Hollis Gassen, declared a quorum present and called the meeting to order.

Item 2 Pledge of Allegiance and moment of silence: The Pledge of Allegiance was led by Mr. George Strong and cited by all present. Afterwards, a moment of silence was observed.

Item 3 Approve minutes of the January 9, 2017 general meeting:

A motion was made by George Strong and seconded by Wayne Turk to approve the January 9, 2017 minutes as presented. Motion unanimously passed.

Item 4 Committee Reports:

Audit & Finance: Mr. Dennis Stafford reported the Audit and Finance Committee had met earlier today and reviewed the District's invoices, check registers and bank statements for January and found everything to be in order.

Item 5 Public Comments: There were no public comments.

Item 6 Manager's Report: The manger's report was presented by Mr. Jody Ball and the following items were reported and/or discussed:

1) A Review of Trial Balance, Comparative Budget Report and Account Balance Summary List: The board reviewed the Trail Balance Report, Comparative Budget Report and the Account Balance Summary through January and found everything to be in order.

2) Review System Operational Reports:

* District Water Losses. The District experienced a four-month average water loss through January of 13% and 16.20% for the month.

* The District has 4,866 active accounts through January. In January, 2 accounts were liquidated and 28 shut off for non-payment.

* Total water sales for January were \$290,155.75

* Average monthly water bill for January is \$59.63.

* Water pumped was 28.5M gallons and water sold was 15.5M gallons with a loss difference of 13.0M gallons. There were 10 leaks repaired (cold weather challenges).

* No reportable accidents or incidents during the month of January.

3) Review current infrastructure projects: A meeting was held between the District and county engineers to review the drawings for the proposed elevated tank at Sing Sands plant are 60% completed.

4) Rollover Pass: There is no additional information available.

5) Personnel: The District is fully staffed.

6) Finances: Net income for January is \$-52,823. FEMA is completing reviewing "IKE" projects. Their preliminary findings are that the District's balance with FEMA is zero.

Item 7 Discussion and possible action on appointment of new Board member:

Mr. Kurt Ploeger introduced himself and his qualifications as possible new Board member. Motion by George Strong to appoint Kurt Ploeger to a three year term on BPSUD Board of Directors and seconded by Maria Skewis. Motion passed unanimously.

Item 8 Discussion and possible action to approve attendance to Annual TRWA conference April 4-5:

A motion was made by George Strong for Jo Ball, 2 staff members and any Board member who can attend to represent BPSUD at Annual TRWA conference. Seconded by Wayne Turk. Motion passed unanimously.

Item 9 Discussion and possible action to approve installation of culvert and driveway:

Board discussed issue of access to property adjacent to new elevated water tank site. Jo Ball will discuss easement issues with TRWA and return to Board with recommendations.

Item 10 Discussion and possible action on leak adjustment calculations:

Review and discussion of current leak adjustment request form and policy. Issue has arisen after cold weather causing leaks with unusually high water bills for some customers. A motion was made by Wayne Turk to revise the District's leak adjustment policy to the customer's minimum bill plus half their usage up to maximum reduction adjustment of \$300 retroactive to January 1, 2018. The motion was seconded by George Strong. Motion passed unanimously.

Item 11 Consideration and possible action on 2009 bond: Motion by Wayne Turk to postpone consideration of pay-off of 2009 bond until 2019 at earliest due to issues with LNVA charges. Seconded by Dennis Stafford. Motion passed unanimously.

Item 12 Discussion and possible action to approve purchase new truck for meter reader through Capital Expense Budget:

Two bids received for new truck for meter reader and maintenance. Motion by Dennis Stafford to approve purchase through capital budget of Toyota truck as proposed and seconded by George Strong. Motion passed unanimously.

Item 13 Discussion and possible action on LNVA budget:

Letter was sent LNVA regarding adjustment to sludge pond clean out costs. Meeting between LNVA and BPSUD is scheduled to discuss this issue. The item is tabled pending meeting results.

Item 14 Discussion and possible action on General Manager Contract extension:

Current contract is due for renewal. A motion was made by Wayne Turk to extend existing contract until June 1 2018 and Personnel and Policy committee to develop new 5-year contract for Board consideration. Seconded by George Strong. Motion passed unanimously.

Item 15 Directors comments regarding future committee meetings:

- 1) Audit and Finance Committee. None.
- 2) Personnel and Policy. General Managers contract.
- 3) Plant and Product. None.
- 4) Public Relations Committee. None.

Item 16 Directors Comments regarding future agenda items:

- 1) LNVA Budget
- 2) Wind Storm Insurance Renewal
- 3) General Managers Contract
- 4) Review of Leak Adjustment Policy changes

Item 17 Set the Date for the Next Meeting:

Next meeting date is set for March 13, 2018.

Item 18 Adjournment: Motion by Maria Skewis and seconded by Wayne Turk.

Meeting adjourned at 7:42 PM. The motion unanimously passed.

CERTIFICATION

I, the undersigned, do here by certify the above to be a true and accurate record of the Bolivar Peninsula Special Utility District Board of Directors' meeting conducted on February 13, 2018.

Maria Skewis, Secretary