

Bolivar Peninsula Special Utility District
Minutes of the Regular Meeting, October 9, 2018

Directors Present

George Strong, Vice President
DJ Hutchinson
Dennis Stafford
Hollis Gassen, President
Maria Skewis, Secretary

Staff Present

Jo E. Ball, General Manager
Barbara Cowie

Others Present

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 September 11, 2018 General Meeting:

A motion was made by Dennis Stafford and seconded by George Strong to approve the September 11, 2018 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, investments, and bank statements for September 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 September and found everything to be in order.

2) Review System Operational Reports:

* District Water Losses. The District experienced a four-month average water gain through September of 12% and 13% water gain for September. The gain was due to the District draining and taking the Bolivar Plant storage tank out of service.

* The District has 5,033 active accounts through September. In September, 2 accounts were liquidated and 31 were shut-off for non-payment.

* Total water sales for September were \$323,747.00

* Average monthly water bill for September was \$64.85, and the average water bill for the 2018 was \$63.00.

* Water pumped was 26.0M gallons and water sold was 25.3M gallons with a loss difference of 0.7M gallons. There were 2 leaks repaired.

* There was 0 reportable accident/incident for the month.

3) Review current infrastructure projects: The District provided information to the GLO regarding the construction of a new water tank. Discussion with the county and GLO are continuing.

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

5) Personnel: The General Manager will be interviewing applicants to fill two meter reader positions. Two operators have passed their D license test.

6) Finances: Net income for September is \$132,938.

Item 7 Consideration and possible action to approve 2018 budget amendments:

The Board reviewed and discussed all budget amendments proposed. There was a proposal to increase several budget items for a total of \$48,007. The funds will be taken from several budget items that have surplus funds. The surplus funds total is \$84,360. A motion was made by Dennis Stafford and seconded by George Strong to approve 2018 budget amendments as presented. Motion passed unanimously.

Item 8 Discussion and possible action on Financial forecast:

This item was tabled until the November meeting.

Item 9 Update and possible action on 10 capital plan containing LNVA:

Jody Ball is continuing to research options and will draft a letter to LNVA. No action is required at this time

Item 10 Consideration and possible action to approve Quarterly investment report:

Dennis Stafford presented the Quarterly investment report. A motion was made by Maria Skewis and seconded by DJ Hutchinson to approve Quarterly investment report as presented. Motion passed unanimously.

Item 11 Directors comments regarding future committee meetings

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

Item 12 Directors Comments regarding future agenda items:

- 1) Discussion and possible action on Financial forecast
- 2) First draft of 2019 budget for discussion
- 3) Update on 10 capital plan containing LNVA
- 4) BPSUD Board officer positions
- 5) Review and update the District's investment policy as needed

Item 13 Set the Date for the Next Meeting:

Next meeting date is set for November 13, 2018.

Item 14 Adjournment: A motion was made by Maria Skewis and seconded by George Strong to adjourn the meeting at 6:46 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 October 9, 2018.

Maria Skewis, Secretary