

Bolivar Peninsula Special Utility District  
Minutes of the Regular Meeting, October 13, 2020

Directors Present

Hollis Gassen, President  
George Strong, Vice President  
Maria Skewis, Secretary  
Wayne Turk  
Marcus Dickerson  
DJ Hutchinson  
Chris Makin, Treasurer (\*)

Staff Present

Clifford Howard  
Barbara Cowie  
Donald Crawford  
Michael Riley

Others Present

\*Phone-in attendance

Item 1 Call to Order: At 6:01 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 8th General Meeting:

A motion was made by George Strong and seconded by Wayne Turk to approve the September 8, 2020 minutes as presented. Motion unanimously passed.

Item 4 Committee Reports:

Audit & Finance: Wayne Turk reported the Audit and Finance Committee met earlier today and reviewed check registers, invoices and bank statements for September. All are acceptable.

Item 5 Public Comments:

None

Item 6 Manager's Report: The manager's report was presented by Mr. Clifford Howard and Barbara Cowie 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 Trial 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 loss of 7.58% and 2.50% for the single month of September.

\* The District has 5,484 active accounts through September. In September, 0 accounts were liquidated and 107 were shut-off for non-payment.

\* Total water sales for September was \$349,788.25

\*Average water bill for 2020 is \$62.55 and the monthly average for single month of September was \$64.57.

\* Water pumped was 40.8M gallons and water sold was 25.3M gallons with a difference of 15.6M gallons for county and fire department use. There were 4 leaks repaired. There was 0 reportable accident for the month and 0 injuries.

3) Review current infrastructure projects:

There are no updates on the status of the Rollover Pass bridge and water line. Applications for funding 3 projects through GLO have been submitted and are in the public comment period.

Construction of new water tower is expected to begin in October. The District's garage has been taken down. Current water tower is still in use.

4) Personnel: Fully staffed

5) Finances: Net income for September is \$172,502.

Item 7 Discussion and possible action to approve Quarterly Investment Report.

George Strong provided an overview of the Quarterly Investment Report. A motion was made by George Strong and seconded by Wayne Turk to approve the Quarterly Investment Report as presented. Motion passed unanimously.

Item 8 Discussion and possible action on Memorandum of Discussion with LNVA:

Hollis Gassen provided summary of meeting with LNVA on issues of the Stowell Plant Recommissioning, LNVA's 5-Year Capital Project Projection and LNVA 2021 Budget. No action required.

Item 9 Discussion and possible action on water tower project:

The District's garage has been taken down. Bids were solicited for the construction of the new elevated water tank, and the District is waiting on acceptance by Commissioners Court. No action required.

Item 10 Discussion and possible action to approve Office Manager, Plant Manager and Field Manager to rollover unused vacation time at the end of fiscal year 2020.

A motion was made by Wayne Turk and seconded by Marcus Dickerson to approve Office Manager, Plant Manager and Field Manager to rollover unused vacation time at the end of fiscal year 2020 into 2021. Motion passed unanimously.

Item 11 Executive Session: Meet in Closed Session as Follows:

A) Pursuant to Paragraph 551.074; The general session was closed at 6:38PM

Item 12 Reconvene in open session at 6:59PM

Item 13 Discussion and Possible Action Regarding Executive Session:

A motion was made by Wayne Turk and seconded by George Strong to approve interim compensation for Office Manager, Plant Manager and Field Manager of \$1,000 per month until a new general manager is hired. The motion unanimously passed.

Item 14 Discussion and possible action on advertisement for General Manager Position

No action required.

Item 15 Virtual TRWA meeting

A motion was made by Wayne Turk and seconded by Marcus Dickerson to authorize two employees to attend virtual TRWA meeting. Motion pass unanimously.

Item 16 Directors comments regarding future committee meetings

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

Item 17 Directors Comments regarding future agenda items:

- 1) New Board members & officers
- 2) Signature authority on credit card
- 3) Rollover Pass
- 4) New Water tank progress
- 5) GLO applications progress
- 6) General Manager's position

Item 18 Set date for next regular Board meeting for November 10, 2020

Item 19 Adjournment:

A motion was made by George Strong and seconded by Marcus Dickerson to adjourn tonight's meeting at 7:22 PM. Motion passed unanimously.

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 13, 2020.

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Maria Skewis, Secretary