

Bolivar Peninsula Special Utility District
Minutes of the Regular Meeting, November 10, 2020

Directors Present

Hollis Gassen, President
George Strong, Vice President
Kirk Ploeger
Wayne Turk
Marcus Dickerson
DJ Hutchinson

Staff Present

Clifford Howard
Barbara Cowie
Michael Riley

Others Present

Michael Jenkins
Joe Bass
Eric Sims

Item 1 Call to Order: At 6:03 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 October 13, 2020 General Meeting:

A motion was made by George Strong and seconded by Marcus Dickerson to approve the October 13, 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 October. All are acceptable.

Item 5 Public Comments: None

Item 6 Administer Oath of Office to New Board Members: Hollis Gassen was administered the oath of office.

Item 7 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 October 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 3.44% and 4.59% water gain for October.

* The District has 5,515 active accounts through October. In October, 0 accounts were liquidated and 75 were shut-off for non-payment.

* Total water sales for October was \$337,687.50

*Average water bill for 2020 is \$62.51 and the monthly average for single month of October is \$64.14.

* Water pumped was 29.9M gallons and water sold was 21.3M gallons with a difference of 8.6M gallons for county and fire department use. There were 4 leaks repaired. There was 0 reportable accidents and 0 injuries for the month.

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.

Construction of new water tower is expected to begin the first half of 2021 . The District's garage has been taken down. Current water tower is still in use.

4) Personnel: The District has two positions open – General Manager and field employee.

5) Finances: Net income for October is \$120,450.

Item 8 Discussion and possible action on Property Insurance for 2020 – 2021 Renewal.

Mr. Eric Sims and Mr. Joe Bass from Higginbotham Insurance Company presented a property insurance proposal for the District for the 2020 – 2021. The insurance premium increased by \$4,196.00 from \$55,572.00 to \$59,768.00 per year. This represents a 7.6% increase. After discussions, a motion was made by Wayne Turk to accept the insurance proposal as present by Higginbotham Insurance Company. The motion was seconded by George Strong. The motion unanimously passed.

Item 9 Discussion and possible action on Health Insurance Renewal:

The District received a renewal notice from UnitedHealthCare All Savers. This renewal notice increases the District's costs by \$2,169 per month. This is a 25.1% increase. This item was tabled while the District is waiting on additional proposals.

Item 10 Discussion and possible action on Draft 2021 Comparative Budget.

Clifford Howard presented a proposed 2021 draft budget with a comparison to the District's 2020 budget and reasons between the differences in the two budgets. This item was tabled until the December meeting.

Item 11 Discussion and Possible Action on Signature Authority on Credit Card:

A motion was made by George Strong to place the District's credit card with the General Manager's name on it into the District's safe and apply for an additional District credit card with Clifford Howard's name on it. The motion was seconded by Kirk Ploeger. The motion unanimously passed.

Item 12 Discussion and Possible Action on electing New board Officers: A motion was made by Wayne Turk to retain the existing Board Officers (President – Hollis Gassen; Vice President – George Strong; Secretary – Maria Skewis; Treasurer – Chris Makin). The motion was seconded by Marcus Dickerson. The motion unanimously passed.

Item 13 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 14 Directors Comments regarding future agenda items:

- 1) New elevated water tank for the Crystal Beach plant
- 2) Audit letter of engagement
- 3) 2021 budget
- 4) Employee health insurance
- 5) General Manager's position update

Item 15 Set date for next regular Board meeting for December 8, 2020

Item 19 Adjournment:

A motion was made by George Strong and seconded by Kirk Ploeger to adjourn tonight's meeting at 7:54 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 November 10, 2020.

Hollis Gassen, President