

Bolivar Peninsula Special Utility District
Minutes of the Regular Meeting, March 9, 2021

Directors Present

Hollis Gassen, President
George Strong, Vice President
Wayne Turk
Bradley Metz
Chris Makin, Treasurer (*)
Marcus Dickerson
Wayne Turk

Staff Present

Clifford Howard
Barbara Cowie
Donald Crawford

Others Present

Brenda Flanagan
Sharon McCurdy
Anne Willis

*Phone-in attendance

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 February 9th General Meeting:

A motion was made by George Strong and seconded by Marcus Dickerson to approve the February 9th minutes as presented. Motion unanimously passed.

Item 4 Committee Reports:

Audit & Finance: Wayne Turk reported that the Finance Committee met earlier today and reviewed all invoices and bank statements for February and found all items to be in order.

Item 5 Public Comments:

Brenda Flanagan, Anne Willis and Sharon McCurdy made several comments about the District's handling of the winter freeze that devastated the area during the last half of February. First, they wanted to thank to District's employees for their efforts in working in freezing conditions to restore water to the Peninsula. Second, they were asking the District if it could improve its methods of communicating to its customers in a timelier manner.

Hollis Gassen responded that the District notifies its customers via six methods during emergency events: e-mails, cell phones, land lines, the District's Facebook page, the District's website and the District's three electric signs located in High Island, Port Bolivar and Crystal Beach.

Brenda Flanagan told the Board that the Chamber of Commerce and Bolivar Tourism had other means of communicating with residents and property owners on the Peninsula – its Black Board Connect.

Hollis Gassen stated that all of the above means of notifying to the Peninsula's property owners are needed, but the property owners will need to ensure that the District, Chamber of Commerce and Bolivar Tourism have their correct contact

information. The District will work with the Chamber of Commerce and Bolivar Tourism to provide timely information to them in order for them to pass the information to their contacts. Also, the District will work with the County's Office of Emergency Management so it receives emergency notifications for distribution to Peninsula's property owners.

Item 6 Administer Oath of Office to new Board member:

The District welcomed its newest Board Member, Mr. Bradley Metz after Barbara Cowie administered the Oath of Office.

Item 7 Manager's Report: The manager's report was presented by Mr. Clifford Howard and Ms. 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 February 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 8.97% and 1.76% for February.
 - * The District has 5,575 active accounts through February. In February, 3 accounts were liquidated and zero were shut-off for non-payment.
 - * Total water sales for February were \$317,477.75.
 - * Average water bill for 2021 is \$58.42 and the monthly average for February was \$58.36.
 - * Water pumped was 27.6M gallons and water sold was 14.0M gallons with a loss difference of 5.1M gallons for fire department use, county use and system flushing. There were 4 leaks repaired. There were 0 reportable accidents for the month and 0 injuries.
- 3) Review current infrastructure projects:

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

The County approved additional funds and extended the completion date for the new Crystal Beach elevated water tank project. Construction of new water tower is expected to begin in April/May.

4) Personnel: Advertisement for General Manager position has been posted. One candidate has been interviewed. One field position is open.

5) Finances: Net income for February is \$128,848.

Item 8 Discussion and Possible Action to Approve 2020 Audit:

This item was tabled until the April meeting.

Item 9 Discussion and Possible Action to accept Engineers Recommendation for Singing Sands tank Rehab Project:

Clifford Howard presented the engineer's recommendation to the Board. George Strong made a motion to accept the recommendations as presented. Steve Barnett seconded the motion. The motion unanimously passed.

Item 10 Discussion and possible action to Authorize the Office Manager access to Information on Bank Accounts:

A motion was made by Wayne Turk and seconded by Marcus Dickerson to grant authorization to the Office Manager to access information on the District's bank accounts.

Item 11 Directors comments regarding future committee meetings

- 1) Audit and Finance Committee. Audit is in progress
- 2) Personnel and Policy. Continue search for GM position
- 3) Plant and Product. None
- 4) Public Relations Committee. None

Item 12 Directors Comments regarding future agenda items:

- 1) 2020 Audit
- 2) Moody Bank Renewal
- 3) Sign Bank Authorization cards
- 4) General Manager position
- 5) Quarterly Investment Report
- 6) Recognize the Office Manager for thirty (30) years of dedicated service

Item 13 Set date for next regular Board meeting for April 13, 2021

Item 15 Adjournment:

A motion was made by Wayne Turk and seconded by Bradley Metz to adjourn tonight's meeting at 6:59 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 March 9, 2021.

Hollis Gassen, President