

Bolivar Peninsula Special Utility District
Minutes of the Regular Meeting, April 13, 2021

Directors Present

Hollis Gassen, President
George Strong, Vice President
Maria Skewis, Secretary
Marcus Dickerson* (call in)
Wayne Turk
Bradley Metz

Staff Present

Clifford Howard, Plant Mgr
Barbara Cowie, Office, Mgr.
Donald Crawford, Field, Mgr.

Others Present

James Edwards

*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 March 9th General Meeting:

A motion was made by George Strong and seconded by Maria Skewis to approve the March 9th Meeting minutes as presented. Motion unanimously passed.

Item 4 Committee Reports:

Audit & Finance: Committee met and reviewed all invoices and bank statements for March 2021 and found all items to be in order.

Item 5 Public Comments:

None

Item 6 Recognition of Barbara Cowie

Barbara Cowie was recognized for 30 years of dedicated service to Bolivar Peninsula SUD / WSC. A great big thanks to Barbara for her service to the District and the Peninsula.

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 March 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 15.91% and 44.37% loss for March.

* The District has 5,608 active accounts through March. In March, 2 accounts were liquidated and 46 were targeted for lock outs for non-payment, but due to the freezing weather in February no accounts were locked out.

* Total water sales for March were \$319,747.00

* Average water bill for 2021 is \$58.29 and the monthly average for March was \$58.03.

* Water pumped was 33.5M gallons and water sold was 15.3M gallons with a loss difference of 18.2M gallons, which included fire department and county usage. There were 3 leaks repaired. There were 0 reportable accidents for the month and 0 injuries.

3) Review current infrastructure projects:

No updates on the status of Rollover Pass bridge and the associated water line.

Applications for funding of 3 projects through GLO have been submitted and are in process.

Construction of new elevated water tank at the Crystal Beach Plant is scheduled to begin in May.

Singing Sands plant rehab began at end of March. Change order issued for floor patches. The tank should be back in service in May.

4) Personnel: Advertisement for General Manager position has been posted. One candidate has been interviewed. One interview is scheduled for Wednesday and two are pending. One field position is open.

5) Finances: Net income for March is \$81,420.00.

Item 8 Discussion and possible action to approve 2020 Audit

James Edwards of J. R. Edwards & Associates, LLC presented the District's Annual Financial Audit Report results for the year ending on December 31, 2020. A motion was made by Wayne Turk and seconded by Maria Skewis to approve the report as presented. The motion passed unanimously.

Item 9 Discussion and possible action to approve Quarterly Investment Report

The quarterly investment report was presented to the Board by George Strong. A motion was made by Wayne Turk and seconded by Maria Skewis to approve the quarterly investment report as presented. Motion passed unanimously.

Item 10 Discussion and possible action regarding Moody Bank Contract renewal for 2021

The Board reviewed a proposal by Moody Bank for it to continue bank services to the District. The District continues to negotiate the waiving of all banking fees. A motion was made by George Strong and seconded by Wayne Turk to approve the Moody Bank Contract renewal as presented. Motion passed unanimously.

Item 11 Discussion on Board Member Roles

Hollis Gassen stated that the Board's duties are to set District policy and not to be involved in the day-to-day operations of the District. No action required.

Item 12 Directors comments regarding future committee meetings

- 1) Audit and Finance Committee. None
- 2) Personnel and Policy. Continue search for GM position
- 3) Plant and Product. Continue to support staff in cost review
- 4) Public Relations Committee. None

Item 13 Directors Comments regarding future agenda items:

- 1) New Water tank progress
- 2) GLO applications progress
- 3) General Manager position
- 4) Singing Sands rehab bids
- 5) Review Emergency Response Procedures & Hurricane plans
- 6) Covid-19 Bill

Item 14 Set date for next regular Board meeting for May 11, 2021

Item 15 Adjournment:

A motion was made by Wayne Turk and seconded by Bradley Metz to adjourn tonight's meeting at 7:04 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 April 13, 2021.

Maria Skewis, Secretary