

Bolivar Peninsula Special Utility District
Minutes of the Regular Meeting, May 11, 2021

Directors Present

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

Staff Present

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

Others Present

Cody Hammond

*Phone-in attendance

Item 1 Call to Order: At 6:08 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 April 13th General Meeting:

A motion was made by George Strong and seconded by Wayne Turk to approve the April 13th meeting minutes with correction to date in Item 10. Motion unanimously passed.

Item 4 Committee Reports:

Audit & Finance: The committee met and reviewed all invoices and bank statements for April and found all items to be in order.

Item 5 Public Comments:

Cody Hammond asked several questions to the board about the relationship between BPSUD and Undine. The Board responded that it has a contract with Undine to invoice their customers based on rates they provide to the District. The District collects funds for Undine and then transfers the collected funds to Undine. The District is not involved in any other operations with Undine.

Item 6 Manager's Report: The manger's report was presented by 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 April 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 19.84% and 21.64% for April.

* The District has 5,625 active accounts through April. In April, 0 accounts were liquidated and 73 were shut-off for non-payment.
* Total water sales for April was \$328,103.25
* Average water bill for 2021 is \$58.61 and the monthly average for May was \$59.58.
* Water pumped was 34.9M gallons and water sold was 17.9M gallons with a loss difference of 16.9M gallons, which included fire department and county usage. There were 3 leaks repaired. There was 0 reportable accidents for the month and 0 injuries.

3) Review current infrastructure projects:
No updates on status of Rollover Pass bridge and water line.

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

Construction of the new water tower at the Crystal Beach Plant is expected to begin in May. Contracts have been signed and a preconstruction meeting was held. The old elevated water tank in Crystal Beach will be removed by the end of May, weather permitting.

Two work trucks that are on order are delayed due to lack of chips.

Singing Sands plant rehab begun at end of March. The floor patch work has been completed. Replacement of the insect screen is scheduled, and the tank will be back in service by the end of May.

4) Personnel: Advertisement for General Manager position has been posted. Two candidates have been interviewed. One interview is scheduled and one pending. Field position has been filled.

5) Finances: Net income for April is \$216,112.

Item 7 Review of Emergency Response Plan and Hurricane Preparedness Plan
Discussion and review of the District's ERP & HPP. Board members are to review and return corrections during the June meeting.

Item 8 Discussion and possible action on attending 2021 Office Professionals Conference in San Antonio

A motion was made by George Strong and seconded by Wayne Turk to approve the attendance by Barbara Cowie at the 2021 Office Professionals Conference in San Antonio. Motion passed unanimously.

Item 9 Discussion and possible action to approve employee merit increases
A motion was made by George Strong and seconded Maria Skewis to approve \$25,000 budgeted merit increases with managers to discuss evaluation with employees. Motion passed unanimously.

Item 10 Discussion and possible action to approve COLA increases

A motion was made by Wayne Turk and second by Maria Skewis to approve COLA increase of 2% as budgeted. Motion passed unanimously.

Item 11 Directors comments regarding future committee meetings

Review of committees and committee members:

Plant & Product	Bradley Metz - chair Wayne Turk DJ Hutchinson
Personnel & Policy	Marcus Dickerson – chair Chris Makin Maria Skewis
Audit & Finance	Wayne Turk – chair Bradley Metz Steve Barnett
Public Relations	George Strong – chair Chris Makin Maria Skewis

- 1) Audit and Finance Committee. None
- 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) Review Emergency Response Procedures & Hurricane plans
- 2) GM candidates

Item 14 Set date for next regular Board meeting for June 8, 2021

Item 15 Adjournment:

A motion was made by Wayne Turk and seconded by Maria Skewis to adjourn tonight's meeting at 7:07 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 May 11, 2021.

Maria Skewis, Secretary