

Bolivar Peninsula Special Utility District  
Minutes of the Regular Meeting, December 14, 2021

Directors Present

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

Staff Present

Sheila Cunningham  
Barbara Cowie  
Donald Crawford  
Pam Bosarge  
Clifford Howard

Others Present

Harold Emrich

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 November 9th General Meeting:

A motion was made by George Strong and seconded by DJ Hutchinson to approve the November 9th meeting minutes. Motion unanimously passed.

Item 4 Committee Reports:

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

Item 5 Public Comments:

None.

Item 6 Recognition of 20 years of Service and Commitment by Pam Bosarge:

The Board recognized Pam Bosarge for 20 years of dedicated service to BPSUD.

Item 7 Manager's Report: The manger's report was presented by Ms. Sheila Cunningham. 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 November 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 11.24% and 30.33% for the single month of November.

\* The District has 5,761 active accounts through November. In November, 0 accounts were liquidated and 59 were shut-off for non-payment.

\* Total water sales for November was \$319,579.25

\*The average water bill for 2021 is \$60.69 and the monthly average for single month of November was \$56.82.

\* Water pumped was 32.6M gallons and water sold was 12.3M gallons with a known loss difference of 20.3M gallons for county use, fire department use and District flushings. There were 11 leaks repaired. There was 0 reportable accidents for the month and 0 injuries.

### 3) Review activities:

- The Board discussed a discovered leak in a marsh area near the ferry landing and the potential future use of a drone with IR capability for leak detection.
- Plant site maintenance list is in progress. During rehab & sandblasting of Port Bolivar Ground Storage Tank, corrosion damage of overflow pipe and center support structure were found. Dunham Engineering performed inspection and provided quote for repairs. A motion was made by George Strong and seconded by DJ Hutchinson to approve expense of \$7,900.00 for overflow pipe replacement as presented and \$5,000 for Center Support Structure Repair. Motion passed unanimously.
- The GLO applications are still in comment period. No change in status.
- New work truck the District ordered earlier this year has been received.
- The new elevated tank is on schedule. The bowl preassembly has started and scheduled to take a month.
- No changes in personnel

### 4) Finances: Net income for November is \$165,766.

#### Item 8 Discussion and possible action regarding TCEQ Notice of Violations:

All except 2 water park Customer Service Inspections have been completed. Engineering is reviewing pump capacity issues. Dead line for resolution is December 24th. Will review issues next meeting.

#### Item 9 Discussion and possible action on Proposed FY 2022 Budget:

Review of proposed budget with new modifications. A motion was made by George Strong and seconded by Maria Skewis to approve the 2022 Budget as presented. Motion passed unanimously.

#### Item 10 Discussion and possible action on Vehicle Ordering for 2022:

Quotes are unavailable at this time. This item was tabled.

#### Item 11 Director's comments regarding future committee meetings

- Audit and Finance Committee – None.
- Personnel and Policy Committee – None.
- Public Relations Committee – None.

Item 12 Director’s comments regarding future agenda items

- (1) Quarterly investment report
- (2) Progress of water tower construction
- (3) Bolivar ground tank maintenance
- (4) GLO applications status
- (5) TCEQ notice of violations
- (6) New vehicles for 2022
- (7) Open Board position

Item 13 Set date for next regular Board meeting for January 11 2022.

Item 14 Adjournment:

A motion was made by Wayne Turk and seconded by Maria Skewis to adjourn at 6:50 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 December 14, 2021.

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Maria Skewis, Secretary