

Bolivar Peninsula Special Utility District  
Minutes of the Regular Meeting, October 11th 2022

Directors Present

Perry Manuel  
Maria Skewis, Secretary  
Bradley Metz, Vice President  
Hollis Gassen, President  
DJ Hutchinson  
Mark DeSantis

Staff Present

Barbara Cowie, Office Mrg.  
Sheila Cunningham, General Mrg.  
Clifford Howard, Field Mrg.

Others Present

Redneck Mike Leher  
Janie Fehlker  
Wendy Symons  
Joe Wagner  
Marianne Wagner  
Barney Cases  
Norma Cases  
Tom Hearn  
Jared Defranis - LJA  
Tom Aschoff - LJA

Item 1 Call to Order: At 6:03 PM 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 Mark DeSantis and cited by all present. Afterwards, a moment of silence was observed.

Item 3 Approve minutes of the September 13th General Meeting:

A motion was made by Bradley Metz and seconded by Mark DeSantis to approve the September 13th minutes as presented. Motion unanimously passed.

Item 4 Committee Reports:

Audit & Finance: Bradley Metz reported that the committee met and reviewed all invoices and bank statements for September and found all items to be in order.

Line Capacity Committee

Mark DeSantis provided summary points that the committee is discussing. Future committee meetings will review LJA Capital Improvement Plan that was presented to the Board during the meeting.

Item 5 Public Comments:

Eight members of public were present and provided comments on line capacity issues the District is facing. Applications for water service are currently available from BPSUD office.

Item 6 Manager's Report: The manager's report was presented by Sheila Cunningham and Clifford Howard. 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 September 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 6.04% and 0.9% for the single month of September.

\* The District has 6,066 active accounts through September. In September, 0 accounts were liquidated and 55 were shut-off for non-payment.

\* Total water sales for September was \$418,072.

\* Average water bill for 2022 is \$63.79 and the monthly average for September was \$70.85.

\* Water pumped was 35.6M gallons and water sold was 27.6M gallons with a loss difference of 8.0M gallons for District flushing and county and fire department usage.. There were 7 leaks repaired. There was 1 reportable accident for the month and 0 injuries.

3) Review activities:

Currently the District has 16 employees.

4) Finances: Net income for September is \$131,030.

Item 7 Update on Capital projects

Clifford Howard updated the Board on status of capital projects. No action required at this time. Warranty work will be conducted on the Singing Sands tank after new Crystal Beach elevated tank is placed in service.

Item 8 Update on Vehicle Ordering for 2022

No action required.

Item 9 Discussion and possible action regarding auctioning surplus vehicles and equipment

The bidding process for surplus District vehicles and equipment will be completed in October, and will be ready for Board approval during the November meeting. No action required.

Item 10 Discussion and possible action regarding Undine agreement

No action required

Item 11 Discussion and possible action regarding PFAS Cost Recovery Program.

A motion was made by Bradley Metz and seconded by Mark DeSantis to authorize signing up for PFAS Cost Recovery Program. Motion passed unanimously.

Item 12 Discussion and possible action regarding LJA Capital Improvement Plan Draft Report

LJA Engineering presented a summary of report findings. The District's Line Capacity Committee as well as other Board members will review their findings and report comments during the November meeting.

Item 13 Executive Session: Meeting in closed session as follows: Pursuant to paragraph 551.071 to discuss possible litigation.

The executive session began at 6:54 pm.

Item 14 Reconvene in Open Session

The General session reconvened at 7:01 pm. No action required.

Item 15 Discussion and possible action regarding Quarterly Investment Report  
Bradley Metz reviewed the Quarterly Investment Report. A motion was made by Maria Skewis and seconded by Mark DeSantis to accept the Quarterly Investment Report as presented. Motion passed unanimously.

Item 16 Discussion and possible action regarding Reimbursement Agreement for Line Upgrades

Mark DeSantis reviewed details of Reimbursement Agreement for Line Upgrades. A motion was made by Mark DeSantis and seconded by Perry Manuel to authorize a letter of agreement to reimburse customers for line extensions by bond funds providing the work performed is per BPSUD requirements for engineering and bid process. Motion passed unanimously.

Item 17 Discussion and possible action regarding modifying the Fee Schedule to include 6" and 8" meters

Tabled until the November meeting

Item 18 Discussion and possible action regarding Installation of Generator Quick Connection at HI South

A motion was made by Maria Skewis and seconded by Bradley Metz to approve the installation of generator quick connections at HI South for \$11,350. Motion passed unanimously.

Item 19 Discussion and possible action regarding Extending Vacation Carry-over for 3 employees

A motion was made by Bradley Metz and seconded by Mark DeSantis to extend vacation carry-over for 3 employees. The motion unanimously passed.

Item 20 Director's comments regarding future committee meetings

- Audit and Finance Committee – None
- Personnel and Policy Committee – None
- Public Relations Committee- None
- Line Capacity Committee - None

Item 19 Director's comments regarding future agenda items

- 1) Progress by Line Capacity Committee
- 2) Capital Improvement Plan for line capacity & funding
- 3) Surplus vehicle & equipment bids

- 4) New truck status
- 5) Fee schedule for 6" & 8" meters
- 6) Undine status

Item 20 Set date for next regular Board meeting for November 8, 2022.

Item 21 Adjournment:

A motion was made by Maria Skewis and seconded by Mark DeSantis to adjourn tonight's meeting at 7:30 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 October 11, 2022.

---

Maria Skewis, Secretary