

Bolivar Peninsula Special Utility District  
Minutes of the Regular Meeting, January 10 2023

Directors Present

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

Staff Present

Sheila Cunningham, General Mrg.  
Clifford Howard, Plant Mrg.  
Donald Crawford, Field Mrg.

Others Present

Toshia Daughtry  
Alex Daughtry  
David Harris  
Barney Cases  
Norma Cases  
Dan Preist  
Randy Martin  
Hollie Martin  
Brain Clayford???  
Mike Leher

Item 1 Call to Order: At 6:00 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 December 13th General Meeting:

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

Item 4 Committee Reports:

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

Line Capacity Committee

No new information to report at this time. Work continuing.

Item 5 Public Comments: The subjects the public members present were commenting on were line capacity issues and the District's base rate review.

Item 6 Administration of oath of office to new Board Directors: The oath of office was administrated to Maria Skewis, Dean Crooks and Mike Hoover by President Hollis Gassen.

Item 7 Discussion and possible action on electing new Board officers

A motion was made by Maria Skewis and seconded by Bradley Metz to reappoint current Board officers: Hollis Gassen, President; Bradley Metz, Vice President; and, Maria Skewis, Secretary. Motion passed unanimously.

Item 8 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 December 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 6.73% and 17.67% for December.

\* The District has 6,157 active accounts through December. In December 0 accounts were liquidated and 0 were shut-off for non-payment.

\* Total water sales for December were \$381,103.

\* The average water bill for 2022 is \$64.27 and the monthly average for December was \$63.86.

\* Water pumped was 28.4M gallons and water sold was 14.8M gallons with a loss difference of 13.6M gallons for District flushing, County usage and fire department usage. There were 2 leaks repaired. There were 0 reportable accidents for the month and 0 injuries.

3) Review activities:

Currently the District is down one employee. Sheila reviewed the PUC's Notice Regarding Extreme Weather Events disconnection requirements.

4) Finances: Net income for December is \$138,296.

Item 9 Update on Capital projects

Clifford Howard updated the Board on the status of capital projects. Crystal Beach elevated tank is in service with SCADA work continuing. Warranty work on Singing Sands is in progress. No action required at this time.

Item 10 Update on Vehicle Ordering for 2023

No new information. No action required.

Item 11 Executive Session: Meet in closed session as follows

A). Pursuant to 551.072 Deliberation Regarding Real Property  
The General session was closed at 7:27 pm.

Item 12 Reconvene in open session

The General sessions was reconvened at 7:38 pm.

Item 13 Consideration and possible action regarding Executive Session

A motion was made by Bradley Metz and seconded by Mark DeSantis to accept an appraisal agreement for the District's easements along highway 87 with Valbridge for \$7,500 as presented. Motion passed unanimously.

Item 14 Discussion and possible action regarding Quarterly Investment Report  
Bradley Metz reviewed the District's 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 15 Discussion and possible action on loan application  
Information was presented by Sheila Cunningham on financing options for line extension projects. Sheila will arrange for presentations at the February meeting by three lenders. Item tabled.

Item 16 Discussion and possible action on applying for Shell card for fuel purchases.  
Due to the inability to use Fuelman cards on the Peninsula, the staff recommends securing Shell Oil credit card for fuel purchases. A motion was made by Mike Hoover and seconded by Bradley Metz to authorize the District to secure Shell credit card for fuel purchases. Motion passed unanimously.

Item 17 Discussion and possible action on TRWA Membership Renewal  
A motion was made by Perry Manuel and seconded by Mike Hoover to approve membership renewal of \$5,250.00 with TRWA. Motion passed unanimously

Item 18 Discussion and possible action regarding LJA Capital Improvement Plan and Land Use Assumptions  
A motion was made by Mark DeSantis and seconded by Bradely Metz to accept the LJA Capital Improvement Plan and Land Use Assumption to allow the Impact Fee Committee to meet. Motion passed unanimously.

Item 19 Discussion and possible action regarding Resolution to establish a Public Hearing regarding consideration of Impact Fees  
A motion was made by Maria Skewis and seconded by Mark DeSantis to accept a Resolution to establish a Public Hearing on February 25, 2023 with site and time to be determine regarding consideration of Impact Fees. Motion passed unanimously.

Item 20 Discussion and possible action to approve Waterline Extension Reimbursement Agreement.  
A motion was made by Mark DeSantis and seconded by Perry Manuel to approve the Waterline Extension Reimbursement Agreement with Benito Otiniano. Motion passed unanimously.

Item 21 Discussion and possible action regarding Fee Schedule  
Mark DeSantis presented comparison of fee schedules among various SUDs. Continuing discussion is needed to evaluate rates for larger meters. This item is tabled until after the outside auditor's report.

Item 22 Discussion and possible action regarding audit status  
The outside auditors are expected in February. No action is required.

Item 23 Director's comments regarding future committee meetings

- Audit and Finance Committee – Audit in progress
- Personnel and Policy Committee – None
- Public Relations Committee – Mark DeSantis to attend community meetings for outreach
- Line Capacity Committee – Work in progress

Item 24 Director's comments regarding future agenda items

- 1) Progress by Line Capacity Committee
- 2) Capitol Improvement Plan for line capacity & funding
- 3) New truck status
- 4) Fee schedule
- 5) Entergy easement issue
- 6) Complaint with Energy for power outage
- 7) Audit status
- 8) Saving plan rates

Item 25 Set date for next regular Board meeting for February 14, 2023.

Item 26 Adjournment:

A motion was made by Maria Skewis and seconded Bradley Metz to adjourn at 7:53 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 January 10, 2023.

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Maria Skewis, Secretary