

Bolivar Peninsula Special Utility District
Minutes of the Regular Meeting, March 14 2023

Directors Present

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

Staff Present

Barbara Cowie, Office Mrg.
Clifford Howard, Plant Mrg

Others Present

Brock Carlin
Two Customers

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 February 15th General Meeting:

A motion was made by Bradley Metz and seconded by Perry Manuel to approve the February 15th meeting minutes as presented. Motion unanimously passed.

Item 4 Committee Reports:

Audit & Finance:

The committee met and reviewed all invoices and bank statements for February and found all items to be in order.

Line Capacity Committee

A motion was made by Mark DeSantis and seconded by Bradley Metz to accept the proposal from Schaumburg & Polk to provide engineering services for line upgrades to Mom's Road, Diamond, Island, Rainbow and N. Crystal Beach for the cost of \$75,700.00.

Impact Fee Committee

Hollis Gassen reviewed the results of two public hearing meetings that were held on February 25th.

Item 5 Public Comments: None

Item 6 Manager's Report: The manager's report was presented by Barbara Cowie 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 for February and found everything to be in order.

2) Review System Operational Reports:

* District Water Losses. The District experienced a four-month average water gain of 3.74% and water loss of 10.72% for February.

* The District has 6,200 active accounts through February. In February, 0 accounts were liquidated and 121 were shut-off for non-payment.

* Total water sales for February were \$371,547.

*The average water bill for 2023 is \$64.32 and the monthly average for February was \$61.90.

* Water pumped was 21.3M gallons and water sold was 11.0M gallons with a loss difference of 10.3M gallons for District flushing, County usage and fire department usage. There were 9 leaks repaired. There were 0 reportable accidents for the month and 0 injuries.

3) Review activities:

The District currently has one vacant position.

4) Finances: Net income for February is a negative \$395,149 after the District paid three bond payments.

Item 7 Update on Capital projects

Clifford Howard updated the Board on the status of capital projects. Crystal Beach elevated tank is in service. The Bolivar Plant pump upgrades are in the engineering phase. No action required at this time.

Item 8 Update on Vehicle Ordering for 2023

No new information. No action required.

Item 9 Discussion and possible action on loan application

No action required at this time.

Item 10 Discussion and possible action on implementation of Impact Fees

The Board had a discussion on impact fee issues. The Board is requesting additional information from the District's attorney. The item is tabled, and a special meeting is tentative scheduled on Thursday March 23th 5PM.

Item 11 Discussion and possible action regarding Sunbelt Securities account

A presentation was given by Brock Carlin of Sunbelt Securities. Initially, funds will be placed in a Fidelity Money Market with rates changing daily. Current interest rate is 4.7%. Funds will then be moved to a CD or other investment instruments pending market research and conditions.

Item 12 Discussion and possible action regarding adding Reserve Fee option

A motion was made by Mark DeSantis and seconded by Mike Hoover to approve the Reserve Fee option pending software upgrades. Motion passed unanimously.

Item 13 Discussion and possible action regarding adopting Waterline Upgrade Reimbursement Policy

A motion was made by Mark DeSantis and seconded by Bradley Metz to adopt the Waterline Upgrade Reimbursement Policy as presented but with one typo correction. Motion passed unanimously

Item 14 Discussion and possible action regarding audit status

The audit is in progress. Information was provided and a report will be presented at the April Board meeting. No action required

Item 15 Discussion and possible action regarding neighbor communications for line upgrade projects

The Board discussed a draft letter. Due to questions regarding last sentence in paragraph 2 of the draft letter, action is deferred. No action required.

Item 16 Discussion and possible action regarding highlight late notices to customers

A motion was made by Dean Crooks and seconded by Mark DeSantis to approved the use of AVR's yellow flooded paper to highlight late notices to customers. Motion passed unanimously.

Item 17 Discussion and possible action regarding published recordings of Board meetings

Tabled to next meeting

Item 18 Executive Session: Meet in closed session as follows:

A). Pursuant to 551.072 Deliberation Regarding Real Property
The general session was closed at 7:35 pm.
The executive session was convened at 7:36 pm.

Item 19 Reconvene in open session

The open session was reconvened in open session at 7:39 pm.

Item 20 Consideration and possible action regarding Executive Session

No action required.

Item 21 Director's comments regarding future committee meetings

- Audit and Finance Committee – audit report next month.
- Personnel and Policy Committee – Director applications.
- Public Relations Committee – 5-part series with David Harris, Bolivar Live and attendance at monthly breakfast meetings.

Item 22 Director's comments regarding future agenda items

- 1) Impact Fee & waterline upgrade reimbursement agreement meeting on March 23th.
- 2) Capitol Improvement Plan for line capacity & funding.
- 3) New truck status
- 4) Audit status
- 5) Draft letter to neighbors for line upgrade projects
- 6) Consideration of publishing recordings of board meetings
- 7) RV park issues
- 8) Draft rate study
- 9) Applications for Board directors

Item 23 Set date for next regular Board meeting for April 11, 2023.

Item 24 Adjournment:

A motion was made by Maria Skewis and seconded Bradley Metz to adjourn at 8:04 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 March 14, 2023.

Maria Skewis, Secretary