

Bolivar Peninsula Special Utility District  
Minutes of the Regular Meeting, April 11 2023

Directors Present

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

Staff Present

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

Others Present

Wade Thompson  
Norma Case  
Barney Case  
Mike Leher  
Joe Folker  
Mark Ivey  
Michelle Raczynski  
James Edwards

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 March 14th General Meeting:

A motion was made by Mark DeSantis and seconded by DJ Hutchinson to approve the March 14<sup>th</sup> meeting minutes as presented. Motion unanimously passed.

A motion was made by Bradley Metz and seconded by Mark DeSantis to approve the minutes of the March 23<sup>rd</sup> Special Called Meeting. Motion unanimously passed.

Item 4 Committee Reports:

Audit & Finance:

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

Public Relations Committee

Mark DeSantis updated the Board on continuing sessions with David Harris to present information on BPSUD on Bolivar Live network.

Item 5 Public Comments: One question from Ms. Case to be answered later in the agenda.

Item 6 Manager's Report: The manager's report was presented by 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 March 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 3.21% and 2.66% for March.

\* The District has 6,237 active accounts through March. In March, 0 accounts were liquidated and 71 were shut-off for non-payment.

\* Total water sales for March were \$385,899.

\* The average water bill for 2023 is \$64.11 and the March average water bill is \$63.70.

\* Water pumped was 29.6M gallons and water sold was 18.6M gallons with a loss difference of 10.9M 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 open position.

Sheila reviewed the details of recent water leak at High Island, and the Do Not Use Water order for High Island.

Mike Hoover and Sheila presented information gained from the recent TRWA conference and status of pending legislation.

Ribbon cutting ceremonies for the new CB Water Tower is on April 12<sup>th</sup>.

May 4<sup>th</sup> is opening for bids on water line upgrades for three streets. The bid was posted on Monday April 10<sup>th</sup>.

4) Finances: Net income for March is \$183,752

Item 7 Update on Capital projects

Clifford Howard updated the Board on the status of capital projects. CB elevated tank is in service. Ribbon cutting ceremony will be held April 12<sup>th</sup>. 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

Wade Thompson of Government Capital presented legal issues, approvals and bidding process on bonds for the District's water line upgrade projects.

Item 10 Discussion and possible action on implementation of Impact Fees

The Board discussed issues on impact fees. A special meeting was held on Thursday March 23<sup>th</sup> 5PM. No additional information has been received from the District's

attorney on exceptions. The item was tabled until information has been received from the District's attorney. No action required at this time.

Item 11 Discussion and possible action regarding Audit Report

James Edwards presented the District's 2022 Audit Report performed by JR Edwards & Associates. A motion was made by Maria Skewis and seconded by Mark DeSantis to accept the audit report as presented. Motion passed unanimously.

Item 12 Discussion and possible action regarding Merit Bonuses & COLAs

A motion was made by Bradley Metz and seconded by Mark DeSantis to approve Merit Bonuses totaling \$25,000 to be distributed by the District's managers, and 4% COLA for employees as budgeted for in the 2023 budget. Motion passed unanimously.

Item 13 Discussion and possible action regarding Draft Rate Study

A presentation by Hollis Gassen on the process of updating a 2023 Rate Study.

Item 14 Discussion and possible action regarding Quarterly Investment Report

The district's Quarterly investment report was presented by Bradley Metz.

Item 15 Discussion and possible action regarding Irrigation meters

A motion was made by Dean Crooks and seconded by Mark DeSantis to authorize BPSUD personnel to use their discretion in issuing irrigation meters on a case-by-case basis. Motion passed unanimously.

Item 16 Discussion and possible action regarding publishing recordings of Board meetings

A discussion was led by Dean Crooks on the feasibility of publishing audio recordings of Board meetings.

Item 17 Executive Session: Meet in closed session at 7:44 PM as follows:

- A). Pursuant to 551.072 Deliberation Regarding Real Property 7:57 to 8:07
- B). Pursuant to 551.074 Personnel (Board Member) 7:44 to 7:56

Item 18 Reconvene in open session

- 1) Reconvene in open session at 7:55PM.  
Personnel (Board Member)
- 2) Reconvene in open session at 8:07  
Deliberation Regarding Real Property

Item 19 Consideration and possible action regarding Executive Session

- 1) A motion was made by Mark DeSantis and seconded by Bradley Metz to appoint Mark Ivy to the BPSUD Board as a director.
- 2) No action required on deliberation regarding real property.

Item 20 Director's comments regarding future committee meetings

- Audit and Finance Committee

- Personnel and Policy Committee - GM evaluation
- Public Relations Committee – 5 part series with David Harris, Bolivar Live and attendance at monthly breakfast meetings
- Water Line Capacity Committee

Item 21 Director's comments regarding future agenda items

- 1) Resolution on reimbursement with Government Capital
- 2) Status of Capitol Improvement Plan for water line capacity & funding
- 3) Exceptions for impact fees
- 4) New truck status
- 5) RV park issues & status of legislation
- 6) Draft rate study
- 7) Bid opening for line upgrade project 1
- 8) Presentation on publishing audio meeting minutes
- 9) Employee wage scale

Item 22 Set date for next regular Board meeting for May 9, 2023.

Item 23 Adjournment:

A motion was made by Mark DeSantis and seconded Bradley Metz to adjourn at 8:14 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 April 11, 2023.

---

Maria Skewis, Secretary