

Bolivar Peninsula Special Utility District
Minutes of the Regular Meeting, August 8, 2023

Directors Present

Mark Ivey
Maria Skewis, Secretary
Bradley Metz, Vice President
Hollis Gassen, President
Dean Crooks
Mike Hoover

Staff Present

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

Others Present

Michelle Raczynski
Kevin Cook
Edward Trevim

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 Hollis Gassen and cited by all present. Afterwards, a moment of silence was observed.

Item 3 Approve minutes of the July 11th General Meeting:

A motion was made by Bradley Metz and seconded by Mark Ivey to approve the July 11th general meeting minutes as presented. Motion unanimously passed.

Item 4 Committee Reports:

Audit & Finance:

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

Mark Ivey provided recommendations of the Audio/Visual committee including a 3-month trial run for audio recordings of Board meetings. A Motion was made by Dean Crooks and seconded by Mark Ivey to accept the committee recommendations for a 3-month trial period for audio recordings of meetings, and hiring Michelle Raczynski to acquire the needed recording equipment and post the recordings to YouTube via a link from the District's website. Motion passed unanimously.

Item 5 Public Comments:

There were no public comments.

Item 6 Manager's Report: The manager's report was presented Sheila Cunningham, 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 through July 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 2.85% and 11.23% for July.

* The District has 6,335 active accounts through July. In July, 0 accounts were liquidated and 57 were shut-off for non-payment.

* Total water sales for July were \$491,714.

*The average water bill for 2023 is \$67.64 and the monthly average for July was \$79.73.

* Water pumped was 55.4M gallons and water sold was 43.9M gallons with a loss difference of 11.5M gallons for District flushing, County usage and fire department usage. There were 6 leaks repaired. There were 0 reportable accident for the month and 0 injuries.

3) Review activities:

The District has been short staffed due to medical leave for two operators.

4) Finances: Net income for July is \$242,779.17.

Item 7 Update on Capital projects

- 1) Construction waterline upgrades for Mabry, Van Sant and North Tinkle have begun. The District's Capacity Committee is meeting weekly on Fridays to review water meter applications and monitor meter availability for the applicant's streets, The applicants will be notified on the following Monday of the status of their applications.
- 2) Bolivar Plant pump upgrade
Project is in progress
- 3) Bolivar Elevated Storage Tank Rehab
Project to rehab Bolivar storage tank is in process. Solicitation for bids will be released in September. Work is expected to begin in November and continue for 120 days.

Item 8 Update on Vehicle Ordering for 2023

A new work truck will be delivered this month. The truck that has been on order for over a year and is expected to be delivered early in 2024.

Item 9 Discussion and possible action on Customer Request, Impact Fee installment payments

A customer has made a request to the District to pay his impact fee in installments. The Board discussed the process for payment tracking. A motion was made by Mike Hoover and seconded by Mark Ivey to approve the customer's request for paying his impact fee in three (3) equal monthly payments. Motion passed with one in descent.

Item 10 Discussion and possible action on Receive Bill of Sale and Assignment for Villas at Rollover subdivision

A motion was made by Mike Hoover and seconded by Bradley Metz to accept the bill of sale and assignment for the Villas at Rollover subdivision. Motion passed unanimously.

Item 11 Discussion and possible action to approve Contract with Galveston County for Joint Election

A motion was made by Dean Crooks and seconded by Mark Ivey to approve the contract with Galveston County for joint election. Motion passed unanimously

Item 12 Discussion and possible action on Website update

Clifford Howard is in the process of updating the website to include status of street line capacities and projections for work to upgrade the various water lines by streets. Tabled until next meeting.

Item 13 Discussion and possible action on loan application

Engineering documentation is in progress. Tabled until next meeting.

Item 14 Discussion and possible action on election of Treasurer

A motion was made by Bradley Metz and seconded by Mike Hoover to elect Mark Ivey as Treasurer. Motion passed unanimously.

Item 15 Executive Session

Meet in closed session at 6:55PM pursuant to 551.072 Deliberation Regarding Real Property.

Item 16 Reconvene in open session

7:13 PM

Item 17 Discussion and possible action regarding Executive Session

A motion was made by Dean Crooks and seconded by Mark Ivey to authorize General Manager to contact the District's attorney to pursue the next steps in negotiations or litigation. Motion passed unanimously.

Item 18 Director's comments regarding future committee meetings

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

Item 19 Director's comments regarding future agenda items

- 1) Audio recording status
- 2) BPSUD website update
- 3) Capitol projects; waterline upgrades, Bolivar pumps, Bolivar tank rehab
- 4) Election status
- 5) Server replacement/upgrade

- 6) Loan application status
- 7) Customer request for refund

Item 20 Set date for next regular Board meeting for September 12, 2023.

Item 21 Adjournment:

A motion was made by Maria Skewis and seconded Bradley Metz to adjourn tonight's at 7:22 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 August 8, 2023.

Maria Skewis, Secretary