

Bolivar Peninsula Special Utility District
Minutes of the Regular Meeting, September 12, 2023

Directors Present

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

Staff Present

Donald Crawford, Field Mrg.
Barbara Cowie, Office Mrg.
Sheila Cunningham, GM
Cliff Howard, Plant Mrg.

Others Present

Brenda Flanagan
Michelle Raczynski
Cody Hammond
Kerry Aycock

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 August 8th General Meeting:

A motion was made by Brad Metz and seconded by Mark Ivey to approve the August 8th 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 August and found all items to be in order.

Mark DeSantis reported that audio recordings of Board meetings will begin as a test trail starting with the October meeting.

Item 5 Public Comments:

Brenda Flanagan requested reimbursement of a customer's impact fee in a particular situation. Brenda's request was to add information about availability for new meters in High Island, and add this to the published capacity spreadsheet. Sheila Cunningham responded to comments with information about the particular situation and about meter capacities in High Island.

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 August 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 1.99% and gain of 4% for August.

* The District has 6,366 active accounts through August. In August, 0 accounts were liquidated and 68 were shut-off for non-payment.

* Total water sales for August were \$498,248.

* The average water bill for 2023 is \$69.23 and the monthly average for August was \$80.39.

* Water pumped was 50.1M gallons and water sold was 39.5M gallons with a loss difference of 10.5M gallons for District flushing, County usage and fire department usage. There were 11 leaks repaired. There were 0 reportable accident for the month and 0 injuries.

3) Review activities:

The District needs to hire 2 employees. Advertising for new hires is in progress.

4) Review of line capacity process and progress. Meter applications are received during the week and reviewed for line capacity by a District committee each Friday. The applicants are notified on Monday whether their application has been approved. Sheila reviewed and answered questions about the spreadsheet which was designed to indicate the capacity of each street on the Peninsula. The spreadsheet was dated August 25th.

5) Sheila Cunningham reviewed and explained the process the District is using to track District policy violations. Meter readers are reporting policy violations they observe in the field, and then investigated by a District manager. Letters are then sent to the customer with an explanation of violations and possible remedies.

5) Finances: Net income for August is \$160,976.

Item 7 Update on Capital projects

- 1) LJA provided a written update on Mabry, Van Sant, and North Tinkle projects. These projects are nearing completion. The next street update line capacity project group meeting was held today. Capacity Committee is meeting weekly on Fridays to review and monitor meter availability. Requestors are notified on Mondays of committee review.
- 2) Bolivar Plant pump upgrade
Project is still in the engineering phase with 50% completion.
- 3) Bolivar Plant Elevated Storage Tank Rehab

Project to rehab Bolivar Plant elevated storage tank is in process. Bids will be opened next week and will be discussed at the next Board meeting. The District expects work to begin in November and continue for 120 days.

Item 8 Update on Vehicle Ordering for 2023

- 1) The new work truck is over budget. A motion was made by Mark DeSantis and seconded by Mike Hoover to increase the allotment for the truck from \$72k to \$74K. The motion unanimously passed.
- 2) A new vehicle that has been on order for nearly two years ago should be delivered in 2024. This will be the first all-electric truck the District will put into the District's fleet.

Item 9 Discussion and possible action on Customer Request, reimbursement regarding leak repair

A customer has requested a reimbursement in excess of the District's leak adjustment policy. A motion was made by Mark DeSantis and seconded by Mark Ivey to reimburse customer per the District's leak adjustment policy per the leak adjustment request form prepared by BPSUD. The motion passed with one no vote by Dean Crooks.

Item 10 Discussion and possible action Certification of Unopposed Candidates

A motion was made by Maria Skewis and seconded by Perry Manuel to authorize Certification of Unopposed Candidates. Motion passed unanimously.

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

A motion was made by Perry Manuel and seconded by Mike Hoover to cancel the contract with Galveston County for the November joint election. Motion passed unanimously.

Item 12 Discussion and possible action to re-allocate election budget funds to computer hardware.

Cliff reviewed the need for upgrading computer servers and the labor involved in the upgrades. A motion was made by Brad Metz and seconded by Mark Ivey to re-allocate election funds to a server upgrade project for \$9,645.00. Motion passed unanimously.

Item 13 Discussion and possible action purchase computer server

This item is combined with item 12.

Item 14 Discussion and possible action on website update

Tabled until next meeting.

Item 15 Discussion and possible action on loan application

Tabled until next meeting.

Item 16 Discussion and possible action on TCEQ Inspection

Sheila Cunningham reviewed the status of TCEQ's July 25, 2023 investigative findings and the corrective action the District has taken.

Item 17 Executive Session: Meet in closed session as follows:

- A) Pursuant to paragraph 551.072 Deliberation Regarding Real Property
The general session was closed at 7:17PM

Item 18 Reconvene in open session:

The general session was reconvened at 7:24 pm.

Item 19 Consideration and possible action regarding Executive Session

No action required.

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 - The committee will continue to meet. Mike Hoover has joined the committee.

Item 20 Director's comments regarding future agenda items

- 1) Audio recording status
- 2) BPSUD website update
- 3) Capitol projects; waterline upgrades, Bolivar Plant pumps, Bolivar Plant elevated tank rehab
- 4) Bid opening for next street upgrades and tank rehab projects
- 5) Loan application status
- 5) Quarterly Investment Report

Item 21 Set date for next regular Board meeting for October 10, 2023.

Item 22 Adjournment:

A motion was made by Maria Skewis and seconded by Brad Metz to adjourn tonight's meeting at 7:36 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 September 12, 2023.

Maria Skewis, Secretary