

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

Directors Present

Mark Ivey, Treasurer
Maria Skewis, Secretary
Brad Metz, Vice President
Hollis Gassen, President
Mark DeSantis
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
Maria Jarvis Michelle
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 September 12, 2023 General Meeting:

A motion was made by Brad Metz and seconded by Mark Ivey to approve the September 12th general meeting minutes. The motion unanimously passed.

Item 4 Committee Reports:

Audit & Finance:

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

Audio/Visual Committee

Mark DeSantis reported that a trial of audio recordings of Board meetings will begin at this month's meeting. The meeting's audio will be recorded and available on YouTube from a link on BPSUD's website.

Line Capacity Committee

Mark DeSantis reported on information about a process for determining meter availability on waterlines previously deemed over capacities. The line capacity committee is recommending that customers requesting a meter in areas where the line is at or near capacity will have the opportunity to have LJA perform a capacity study at the customer's cost. The line capacity committee is recommending that developers be required to include a line capacity study as part of the project approval process. The developer will be required to make a non-refundable deposit of \$2,000.00 and a processing fee of \$100.00 for LJA to conduct a capacity study. If the capacity study is approved, the developer will have one (1) year to complete the project.

The residential customer will be required to make a non-refundable deposit of \$1,500.00 and a processing fee of \$50.00 for LJA to conduct an engineering study for lines at or near capacity. If the capacity study is approved by LJA, the customer will have sixty (60) days to request the installation of a meter.

A motion was made by Mike Hoover and seconded by Brad Metz to accept the Line Capacity Committee's proposal as a new policy on Residential customers and Developers meter requests as presented. The motion passed unanimously.

Item 5 Public Comments:

None under this item.

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

2) Review System Operational Reports:

* The District has 6,376 active accounts through September. In September, 2 accounts were liquidated and 98 were shut-off for non-payment.

* Total water sales for September were \$501,882.

*The average water bill for 2023 is \$70.54 and the monthly average for September was \$81.05.

3) Review activities:

The District is fully staffed! Three employees are expected to take a test for their B water license this year.

4) Finances: Net income for September is \$260,494.

Item 7 Update on Capital projects

Sheila Cunningham reviewed the status of Mabry, VanZant and Tinkle roads for line capacity upgrades. A proposal for the third group of roads to be upgraded was discussed and the information will be provided to LJA for bids.

Item 8 Discussion and Possible action on Accepting Proposal for tank rehab from O&J Coating

A motion was made by Mark DeSantis and seconded by Mark Ivey to approve Dunham Engineering recommendations to accept the bid from O&J Coatings to rehab the Bolivar storage tank for a cost of \$298,000. Motion passed unanimously.

Item 9 Discussion and possible action for water line upgrades from Bull-G Construction

A motion was made by Brad Metz and seconded by Mark Ivey to approve Schaumburg & Polk recommendations to accept the bid from Bull-G Construction for line capacity upgrades associated with group 2 for a cost of \$613,410.00. Motion passed unanimously.

Item 10 Discussion and possible action on Vehicle Ordering for 2023 and 2024
Tabled until next meeting

Item 11 Discussion and possible Website update

Mark DeSantis presented a proposal to update BPSUD website by Shauna King. A motion was made by Mark Ivey and seconded by Mike Hoover to accept the proposal by Shauna King to update the District's website for a cost not to exceed \$6,500.00. Motion passed unanimously.

Item 12 Discussion and possible action on loan application.

The Board discussed information provided by Governmental Capitol on the status of a pending bond application to be applied to water line upgrades on the Peninsula.

Item 13 Discussion and possible action on Quarterly Investment report

Brad Metz presented the quarterly investment report. A motion was made by Maria Skewis and seconded by Mark DeSantis to accept the quarterly investment report as presented. The motion unanimously passed.

Item 14 Executive Session: Meet in closed session as follows:

- A) Pursuant to 551.072 Deliberation Regarding Real Property 7:27 PM
- B) Pursuant to 551.074 Personnel

Item 15 Reconvene in open session

Reconvene at 7:39 PM

Item 16 Consideration and possible action regarding Executive Session

A motion was made by Mark DeSantis and seconded by Brad Metz to buy out one (1) month of excess vacation time from Barbara Cowie and Clifford Howard. Motion passed unanimously.

Item 17 Director's comments regarding future committee meetings

- Audit and Finance Committee - none
- Personnel and Policy Committee - none
- Public Relations Committee -none
- Line Capacity Committee - none

Item 18 Director's comments regarding future agenda items

- 1) Loan application status
- 2) Audio recording status
- 3) BPSUD website update
- 4) Capitol projects; waterline upgrades, bolivar pumps, bolivar tank rehab
- 5) Pump upgrade
- 6) Board elections
- 7) Budget

Item 19 Set date for next regular Board meeting for November 14, 2023.

Item 20 Adjournment:

A motion was made by Maria Skewis and seconded by Brad Metz to adjourn tonight's meeting at 7:45 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 October 10th, 2023.

Maria Skewis, Secretary