

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

Directors Present

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

Staff Present

Barbara Cowie, Office
Sheila Cunningham, GM
Cliff Howard, Plant

Others Present

DM Rizinsky
Eric Sims - Higginbotham
Courtney Zizmont
Jan Badeaux
Amy Chance

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 October 10th General Meeting:

A motion was made by Mark DeSantis and seconded by Bradley Metz to approve the October 10th general meeting minutes. Motion unanimously passed.

Item 4 Committee Reports:

Audit & Finance:

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

Audio/Visual Committee

Mark DeSantis reported that first audio recording of the board meeting would be tonight. Meeting audio is recorded and available on YouTube from link on BPSUD website.

Line Capacity Committee

Mark DeSantis reported about process for capacity letter from LJA. Letters are good for one year.

Item 5 Administration of the oath of office to elected Board member and President

Barbara Cowie swore in board members Bradley Metz and Mark DeSantis.

Item 6 Election of new Board president

Hollis Gassen nominated Bradley Metz for president. Voting was unanimous to accept.

Hollis Gassen nominated Mark DeSantis for vice president. Voting was unanimous to accept.

Mark Ivey will continue as Treasurer. Maria Skewis will continue as Secretary.

Item 7 Recognition of Hollis Gassen for 14 years of service as Board member and President

The board recognized Hollis Gassen for his 14 years of service as a board member and board President upon his retirement from the board.

Item 8 Public Comments:

Victoria Richardson questioned whether she could receive a reduction in impact fees. Manager to gather facts and present to board at next meeting.

Item 9 Recognition of Christy Hindman's 5-year

Item 10 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 October 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 2.75% and 12.62% for October.

* The District has 6,395 active accounts through October. In October, 0 accounts were liquidated and 63 were shut-off for non-payment.

* Total water sales for October were \$452,091.

* The average water bill for 2023 is \$70.80 and the monthly average for October was \$73.06.

* Water pumped was 35.9M gallons and water sold was 25.4M gallons with a loss difference of 10.6M gallons for District flushing, County usage and fire department usage. There were 10 leaks repaired. There were 0 reportable accident for the month and 0 injuries.

3) Review activities:

Fully staffed! Three employees expect to test for B water license this year.

4) Finances: Net income for October is \$195,243.

Item 11 Update on Capital projects

Meeting on November 23 for pre-construction. Review of change orders for Mabry, VanZant and Tinkle projects presented. Motion by Mark Desantis and seconded by Bradley Metz to accept the change order #1 for \$32,040 as presented. Motion passed unanimously.

Item 12 Discussion and Possible action on Generator Maintenance Proposal

Cliff presented history of generator maintenance. Review of bid from Generator Service Center. Clifford will pursue additional bids. Tabled until next meeting.

Item 13 Discussion and possible action on acceptance of The Shores

Tabled pending receipt of bond

Item 14 Discussion and possible action on approval of property insurance renewal

Presentation by Eric Sims of Higginbotham on the property insurance renewal. Motion by Bradley Metz and seconded by Mike Hoover to accept property insurance renewal as presented for \$77,700.00. Motion passed unanimously.

Item 15 Discussion and possible action on health insurance renewal

Tabled pending receipt of proposal

Item 16 Discussion and possible action on pump repair at High Island North Plant.

Motion by Mark DeSantis and seconded by Maria Skewis to authorize repairs of pump at High Island North Plant for \$14,050.00. Motion passed unanimously.

Item 17 Discussion and possible action on Website update

Tabled.

Item 18 Discussion and possible action on loan application

Information provided by Sheila. Tabled

Item 19 Discussion and possible action on FYE 2024 Budget

Sheila reviewed highlights of proposed budget for 2024. Board to review and consider until next meeting

Item 20 Discussion and possible action to approve proposal from LJA Engineers for design and construction of upgraded water lines (Contract 3)

Motion by Mark DeSantis and seconded by Mike Hoover to approve proposal from LJA Engineers for design and construction of upgraded lines (Contract 3) as listed. Motion passed unanimously.

Item 21 Discussion and possible action to review and approve updated Water Conservation Plan

Motion by Bradley Metz and seconded by Perry Manuel to approved the updated Water Conservation Plan with exceptions of changing water line upgrade loan value to 18M and adding in exhibits as required. Motion passed unanimously.

Item 22 Executive Session: Meet in closed session as follows:

Pursuant to 551.072 Deliberation Regarding Real Property
7:45PM

Item 23 Reconvene in open session

7:50 PM

Item 24 Consideration and possible action regarding Executive Session

Motion made by Dean Crooks and seconded Bradley Metz to accept legal counsel's recommendation for counter proposal and court date of January 29th. Motion passed unanimously.

Item 25 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 26 Director's comments regarding future agenda items

- 1) Individual request for reduction in impact fee
- 2) Generator Maintenance proposal
- 3) Acceptance of The Shores
- 4) Loan application status
- 5) BPSUD website update
- 6) Capitol projects; waterline upgrades, bolivar pumps, bolivar tank rehab
- 7) Health insurance renewal
- 8) 2024 Budget

Item 27 Set date for next regular Board meeting for December 12, 2023.

Item 28 Adjournment:

A motion was made by Maria Skewis and seconded Bradley Metz to adjourn at 7:55 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 November 14, 2023.

Maria Skewis, Secretary