

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

Directors Present

Maria Skewis, Secretary
Bradley Metz, President
Mark Ivey
Mike Hoover
Dean Crooks
Mark DeSantis

Staff Present

Barbara Cowie, Office
Sheila Cunningham, GM
Donald Crawford, Plant

Others Present

Ms. Richardson

Item 1 Call to Order: At 6:00 PM Bradley Metz, 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 November 14th General Meeting:

A motion was made by Mark Ivey and seconded by Mike Hoover to approve the November 14th general meeting minutes. Motion unanimously passed.

Item 4 Committee Reports:

Audit & Finance:

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

Audio/Visual Committee

Sheila reported that audio recording of the last board meeting was recorded but audio quality was poor. Improvement to audio recording is being investigated.

Line Capacity Committee

None

Item 5 Public Comments

None.

Item 6 Manager's Report: The manager's report was presented Sheila Cunningham, Barbara Cowie and Donald Crawford. 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 November 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 -5.59% and -20.68% for November.

* The District has 6,397 active accounts through November. In November, 0 accounts were liquidated and 93 were shut-off for non-payment.

* Total water sales for November were \$480,352.

*The average water bill for 2023 is \$71.41 and the monthly average for November was \$77.58.

* Water pumped was 28.8M gallons and water sold was 30.4M gallons with a loss difference of 1.6M 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:

Meeting with Entergy regarding location of water lines. BPSUD will hold table top drill to simulate a cyber attack on Dec 13th.

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

Item 7 Update on Capital projects

Motion by Mike Hoover and seconded by Mark Ivey to approve change order No. 2 as presented. Motion passed unanimously.

Item 8 Discussion and Possible action on Generator Maintenance Proposal

Review of proposal from Land & Sea for generator servicing. Motion by Dean Crooks and seconded by Mark Ivey to accept proposal from Land & Sea as presented. Motion passed unanimously.

Item 9 Discussion and possible action on request for reduction in Impact Fees for Pelican Pass

Sheila reviewed the timeline of communications and actions to date on this issue. Motion made by Dean Crooks and seconded by Mark Ivey to approve issuance of back-dated letter of March 2023 due to miscommunication on this particular situation. Motion passed unanimously.

Item 10 Discussion and possible action on acceptance of The Shores

No bond posted. Tabled.

Item 11 Discussion and possible action on acceptance of 2023 Audit Engagement proposal

Review of engagement letter from J.R. Edwards & Assoc. to perform 2023 audit. Motion by Maria Skewis and seconded by Mike Hoover to accept engagement letter from J.R. Edwards to perform audit for costs not to exceed \$15,500. Motion passed unanimously.

Item 12 Discussion and possible action on updating signature cards on bank accounts to reflect current officers.

Motion by Maria Skewis and seconded by Dean Crooks to approve signature authority for Mark Ivey for Texas First and Moody accounts and delete Hollis Gassen signature authority. Motion passed unanimously

Item 13 Discussion and possible action on Website update
Tabled.

Item 14 Discussion and possible action on loan application

Review of projected 2024 fee revenue and revenue available for debt service. No action required.

Item 15 Discussion and possible action on FYE 2024 Budget

Review of 2024 proposed budget. Motion by Mark DeSantis and seconded by Mike Hoover to approve 2024 budget as presented. Motion passed unanimously.

Item 16 Discussion and possible action on security camera installation

Review proposal by ECP Computers for installation of security cameras and associated equipment. Tabled for additional information.

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

Pursuant to 551.072 Deliberation Regarding Real Property
Tabled due to no additional information received

Item 18 Reconvene in open session

Tabled

Item 19 Consideration and possible action regarding Executive Session

Tabled

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 - none

Item 21 Director's comments regarding future agenda items

- 1) Acceptance of The Shores
- 2) Loan application status
- 3) BPSUD website update
- 4) Capitol projects; waterline upgrades, bolivar pumps, bolivar tank rehab
- 5) Security camera project
- 6) Audio recording of meetings
- 7) Vacant Board position

Item 22 Set date for next regular Board meeting for January 9th, 2024.

Item 23 Adjournment:

A motion was made by Maria Skewis and seconded Mark DeSantis to adjourn at 7:10 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 December 12th, 2023.

Maria Skewis, Secretary