Bolivar Peninsula Special Utility District
Minutes of the Regular Meeting, July 8, 2025

Directors Present	Staff Present	Others Present
Maria Skewis, Secretary	Barbara Cowie	
Bradley Metz, President	Sheila Cunningham, GM	
Mark DeSantis	Donald Crawford	
Kerry Aycock	Clifford Howard	
Dean Crooks		
Mike Plane		
John Irvine		
Beth Terminella		
Mike Hoover		

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 June 10th General Meeting:
A motion was made by Mark DeSantis and seconded by Kerry Aycock to approve the June 10th general meeting minutes with correction to Item 14 to indicate unanimous passing. Motion unanimously passed.

Item 4 Committee Reports:
Audit & Finance:
The committee met and reviewed all invoices and bank statements for June and found all items to be in order.

Waterline Upgrade Committee:
No new information to report

Item 5 Public Comments
None

Item 6 Manager's Report: The manager's report was presented by Sheila Cunningham, Barbara Cowie, Clifford Howard, 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 June 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 11.88% and 23.44% for June.
* The District has 6401 active accounts through June. In June, 0 accounts were liquidated and 35 were shut-off for non-payment.
* Total water sales for June was $535,108.
*The average water bill for 2025 is not available at this time and the monthly average for June is not available at this time due to data error to be corrected.
* Water pumped was 43.6M gallons and water sold was 27.5M gallons with a loss difference of 16.1 M gallons for District flushing, County usage and fire department usage. There were 12 leaks repaired. There were 0 reportable accidents for the month and 0 injuries.

3) Review activities:
Fully staffed.

4) Finances: Net income for June is $-357,302.

<u>Item 7 Update on Capital projects</u>
Review of projects. South Boyt Road is expected to be adding meters next week. Contractor crew has been changed. Bolivar plant is in progress and contractors are progressing piping. Pumps are expected August to October. For meter upgrade project, phase one is completed. Meters for phase two are expected for delivery next week.

<u>Item 8 Discussion and Possible action on Late fee, Collection Fee and Disconnection of Service Policy</u>
Review and discussion on arrears listing for July 2024 vs July 2025 to compare changes to late fee procedures. No action required.

<u>Item 9 Discussion and possible action on Quarterly Investment report</u>
Brad reviewed the quarterly investment report. No action required.

<u>Item 10 Discussion and possible action on Acceptance of Aria Palms subdivision</u>
No information received. Tabled until next meeting.

<u>Item 11 Discussion and possible action on Acceptance of Roux 87 Gumbo Beach Addition.</u>
Pending actions by developer. Tabled until next meeting.

<u>Item 12 Discussion and possible action on Accounting line item for emergency recovery.</u>
Tabled until next meeting.

<u>Item 13 Discussion and possible action on Smart Meter consumption report</u>
Review and discussion on smart meter consumption comparison report. No action required. No action required.

Item 14 Discussion and possible action on review of Xpedient Mail mock billing
Barbara reviewed the comparison of Xpedient mock billing. Motion by Mike Plane and seconded by Beth Terminella to terminate use of AVR and accept Xpedient for customer billing services beginning in September. Motion passed unanimously.

Item 15 Discussion and possible action on Rollover Pass waterline relocation grant
Information provided by Sheila on status. No action required.

Item 16 Discussion and possible action on Approval Contract with Galveston County for Joint Election.
Motion by Beth Terminella and seconded by Mike Plane to Approve Contract with Galveston Co for Joint Election. Motion passed unanimously.

Item 17 Discussion and possible action on Election Order
Motion by Beth Terminella and seconded by Mike Plane to Approve the Election Order as presented. Motion passed unanimously.

Item 18 Discussion and possible action on ADP payroll proposal
Tabled for future consideration.

Item 19 Executive Session: Meet in closed session as follows:

A) Pursuant to 551.072 Deliberation Regarding Real Property
B) Pursuant to 551.074 Deliberation Regarding Personnel
7:36 PM

Item 20 Reconvene in open session

7:05

Item 21 Consideration and possible action regarding Executive Session
Motion by Mark DeSantis and seconded by Kerry Aycock to increase GM salary by 4% and 8% bonus payment to be effective August 1st. Motion passed unanimously.

Item 22 Director's comments regarding future committee meetings

- Audit and Finance Committee – continue tracking of loan funds
- Personnel and Policy Committee – meet to discuss salary guidelines
- Public Relations Committee - none
- Line Capacity Committee – continuing
- Fire Hydrant Committee – inspections happening next week

Item 23 Director's comments regarding future agenda items

1. Potential accounting line item for emergency recovery
2. Aria Palms subdivision
3. Gumbo Beach subdivision
4. Flusher hydrant maintenance status

5. Interlocal Agreement with ESD
6. Status of Entergy easement
7. Status of rollover

Item 24 Set date for next regular Board meeting for August 12, 2025

Item 25 Adjournment:
A motion was made by Maria Skewis and seconded Beth Terminella to adjourn at 7:14 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 July 8, 2025.

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Maria Skewis, Secretary