Bolivar Peninsula Special Utility District
Minutes of the Regular Meeting, August 12, 2025

Directors Present	Staff Present	Others Present
Bradley Metz, President	Sheila Cunningham, GM	
Mike Hoover	Richie Rodriguez	
Mark DeSantis	Donald Crawford	
Kerry Aycock	Clifford Howard	
Mike Plane		
John Irvine		
Beth Terminella		

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 July 8th General Meeting:
A motion was made by Brad Metz and seconded by John Irvine to approve the July 8th general meeting minutes.. Motion unanimously passed.

Item 4 Committee Reports:
Audit & Finance:
The committee met and reviewed all invoices and bank statements for July 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, Clifford Howard, Donald Crawford and Richie Rodrigues. 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 July 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 8.71% and 8.73% for July.

* The District has 6,394 active accounts through July. In July, 0 accounts were liquidated and 42 were shut-off for non-payment.
* Total water sales for July was $549,134.
*The average water bill for 2025 is $81.15 and the monthly average for July is $86.85.
* Water pumped was 52.6M gallons and water sold was 33.6M gallons with a loss difference of 18.99 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 July is $258,042.

<u>Item 7 Update on Capital projects</u>
Review of projects. South Boyt Road is still not complete, but should be complete prior to the next Board meeting. Contractor crew has been changed. Pumps for the Bolivar plant are expected in October. For meter upgrade project, phase two meters are expected to ship on or about August 19th. Engineering for Contact 4 is complete and should go out for bid prior to the October Board meeting.

<u>Item 8 Discussion and Possible action on Acceptance of Roux 87 (Gumbo Beach) subdivision</u> Michael Hoover made a motion to approve Roux 87 (Gumbo Beach) and Mark DeSantis seconded the motion. The motion passed unanimously.

<u>Item 9 Discussion and possible action on Accounting line item for emergency recovery</u> The Board discussed the need to increase the minimum non-restricted account balance to $4 MM. Tabled until next meeting.

<u>Item 10 Discussion and possible action on CISA Cyber Security</u> Scans John Irvine made a motion to approve the CISA Security Scan agreement and Beth Terminella seconded the motion. The motion passed unanimously.

<u>Item 11 Discussion and possible action on Surplus and Salvage Auction</u> Sheila provided a breakdown of the BPSUD salvage items that are currently up for auction. No action necessary.

<u>Item 12 Discussion and possible action on Rollover Pass waterline relocation grant</u>
Sheila provided an update on the grant application progress. No action required.

<u>Item 13 Discussion and possible action on H-GAC service agreement for EDA grant application</u> Mark DeSantis made a motion to approve up to $13,000 for an Economic Impact Study in support of the EDA grant application with the vendor yet to be determind. Kerry Aycock seconded the motion. The motion carried unanimously.

Item 14 Discussion and possible action on Flusher Hydrant maintenance status
Sheila shared that the hydrant audit paid for by the ESD has been completed. Approximately 20% of hydrants were taken out of service by the audit company. BPSUD staff were able to put one third or 13 hydrants back in service. The cost estimate to repair or replace all aged hydrants was approximately $94,000. No action was taken pending a meeting with the ESD.

Item 15 Discussion and possible action on Interlocal Agreement with ESD Tabled for future consideration.

Item 16 Discussion and possible action on i3Vertical billing (previously AVR) Sheila informed the Board that i3Vertical had initiated customer notifications regarding the need to re-enroll monthly automatic credit card payment information. The notification was not for BPSUD, however a similar notice will go out in coming weeks for the District. No action required.

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

A) Pursuant to 551.072 Deliberation Regarding Real Property

Item 18 Reconvene in open session

6:45

Item 19 Consideration and possible action regarding Executive Session
No action taken.

Item 20 Director's comments regarding future committee meetings

- Audit and Finance Committee – continue tracking of loan funds
- Personnel and Policy Committee –
- Public Relations Committee - none
- Line Capacity Committee – continuing
- Fire Hydrant Committee – agreement with ESD

Item 21 Director's comments regarding future agenda items

1. Potential accounting line item for emergency recovery
2. Salvage Auction results
3. Water line upgrade Contract 4 Bid proposal
4. High Island North Tank Rehab Bid proposal
5. Interlocal Agreement with ESD
6. Status of Entergy easement
7. Add Developer requirement regarding flush hydrants
8. Grant application updates

Item 22 Set date for next regular Board meeting for September 9, 2025

Item 25 Adjournment:

A motion was made by Mike Plane and seconded Beth Terminella to adjourn at 6:58 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 August 12, 2025.

Maria Skewis, Secretary