

Bolivar Peninsula Special Utility District
Minutes of the Regular Meeting, September 9, 2025

Directors Present

Maria Skewis, Secretary
Bradley Metz, President
Dean Crooks
Mike Plane
John Irvine

Staff Present

Barbara Cowie
Sheila Cunningham, GM
Ritchie Rodriguez
Donald Crawford
Clifford Howard

Others Present

Thomas Curran
Chris Huston
Shauna King

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 Mike Plane and cited by all present. Afterwards, a moment of silence was observed.

Item 3 Approve minutes of the August 12th General Meeting:

A motion was made by Mike Plane and seconded by John Irvine to approve the August 12th general meeting. Motion unanimously passed with one abstain.

Item 4 Committee Reports:

Audit & Finance:

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

Waterline Upgrade Committee:

No new information to report

Personnel & Policy Committee:

Committee is researching possibility of 4-day 10-hour work schedule.

Item 5 Public Comments

Tom Curran commented on utilization of smart meters by the district. He is requesting allowing customers to use old style meter rather than using smart meter. Requesting board to adopt policy of not performing remote cut off of water. Concerns with security of customer data in cloud.

Item 6 Manager's Report: The manager's report was presented by Sheila Cunningham, Barbara Cowie, Donald Crawford, Clifford Howard, Ritchie Rodriguez. 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 August 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 7.16% and 1.30% for August.

* The District has 6407 active accounts through August. In August, 4 accounts were liquidated and 35 were shut-off for non-payment.

* Total water sales for August was \$562,229.

* The average water bill for 2025 is \$82.25 and the monthly average for August is \$88.89.

* Water pumped was 47.0M gallons and water sold was 36.1M gallons with a loss difference of 11.0 M gallons for District flushing, County usage and fire department usage. There were 15 leaks repaired. There were 0 reportable accidents for the month and 0 injuries.

3) Review activities:

Fully staffed.

4) Finances: Net income for August is \$-20,044. 2025 Loan payment made.

Item 7 Update on Capital projects

Review of projects. Water line upgrade project 3 is nearing completion. Contract 4 is soon to be out for bids. Bolivar plant upgrade is waiting on pump deliveries. Smart meters phase 2 is beginning.

Item 8 Discussion and Possible action on Certification of Unopposed Candidates

No action required.

Item 9 Discussion and possible action on Election Order of Cancellation

Motion by Maria Skewis and seconded by Mike Plane to cancel Election Order. Motion passed unanimously.

Item 10 Discussion and possible action on Rate Code amendment to include 6" water meter

Motion by Dean Crooks and seconded by Mike Plane to accept 9.6x multiplier for 6" meters.

Item 11 Discussion and possible action on Accounting line item for emergency recovery.

Tabled pending further investigation.

Item 12 Discussion and possible action on Amending Developer Agreement to include flush hydrant.

Motion by Dean Crooks and seconded by Mike Plane to amend Developer Agreement to require developer to install flush hydrant on District's main line to use

for flushing and pressure testing new lines at General Manager's discretion. Motion passed unanimously.

Item 13 Discussion and possible action on Surplus / Salvage auction status

Information provided on status of auction. No action required.

Item 14 Discussion and possible action on Grant application status

Information provided on status of Grant in progress. No action required.

Item 15 Discussion and possible action on Rollover Pass waterline relocation grant

Information provided by Sheila on status of 4 grants in process. No action required.

Item 16 Discussion and possible action on High Island North Tank Rehab Bid proposal.

In progress. Tabled until next meeting

Item 17 Discussion and possible action on Interlocal Agreement with ESD

Tabled until next meeting.

Item 18 Discussion and possible action on Reallocate Budgeted Election funds to Office Maintenance

Motion by Dean Crooks and seconded by Mike Plane to reallocate budgeted election funds to office maintenance to upgrade 6 workstations as presented. Motion passed unanimously.

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

6:55 PM

Item 20 Reconvene in open session

7:10

Item 21 Consideration and possible action regarding Executive Session

No action required.

Item 22 Director's comments regarding future committee meetings

- Audit and Finance Committee – continue tracking of loan funds
- Personnel and Policy Committee – continue to investigate 4-day work week logistics
- Public Relations Committee - none
- Line Capacity Committee – continuing
- Fire Hydrant Committee – waiting for proposal from ESD

Item 23 Director's comments regarding future agenda items

1. Updated CIP quote
2. Candidates for board positions
3. Potential accounting line item for emergency recovery
4. Flusher hydrant maintenance status
5. Interlocal Agreement with ESD
6. Status of Entergy easement
7. Status of rollover grant
8. High Island Tank rehab

Item 24 Set date for next regular Board meeting for October 13, 2025

Item 25 Adjournment:

A motion was made by Maria Skewis and seconded Mike Plane 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 September 9, 2025.

Maria Skewis, Secretary