

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

Directors Present

Bradley Metz, President
John Irvine
Chris Huston
Mike Hoover
Michael Plane
Shauna King
Beth Terminella

Staff Present

Sheila Cunningham, GM
Barbara Cowie
Ritchie Rodriguez
Cherina Perimon
Clifford Howard

Others Present

Item 1 Call to Order:

At 6:10 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 John Irvine and cited by all present. Afterwards, a moment of silence was observed.

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

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

Item 4 Committee Reports:

None

Audit & Finance:

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

Waterline Upgrade Committee:

SUD to MUD conversion Committee:

There will be a Committee workshop with legal counsel December 16, 2025 at 2:00 PM.

Item 5 Public Comments

No update

Item 6 Manager's Report:

The manager's report was presented by Sheila Cunningham, Barbara Cowie, Clifford Howard, and Ritchie Rodriguez. The following items were reported and/or discussed:

A) 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.

B) Review System Operational Reports:

* District Water Losses. The District experienced a four-month average water loss of -.58% and 3.07% for November.

* The District has 6387 active accounts through November. In November, 0 accounts were liquidated and 22 were shut-off for non-payment.

* Total water sales for November were \$512,475.00.

* The average water bill for 2025 is \$83.76 and the monthly average for November is \$89.13.

* Water pumped was 28,187,000M gallons and water sold was 20,448,000M gallons with a loss difference of 7,739,000M gallons for District flushing, County usage and fire department usage. There were 5 leaks repaired. There were 0 reportable accidents for the month and 0 injuries.

C) Review activities:

Added one field crew member and lost two

Will be advertising for new field crew staff in January 2026

D) Finances: Net income for September is \$201,500.00.

Item 7 Update on Capital projects:

Waterline upgrades and Bolivar Plant Pump Upgrade

Two pumps have been built and tested. They are due to be shipped and the third is in process.

Item 8 Discussion and possible action on Election of Officers:

Tabled

Item 9 Discussion and possible action on Authorized check signers:

Motion to appoint Kerry Ayock as an authorized check signer by Brad Metz and a second by Shauna King with all in favor

Item 10 Discussion and possible action on Accepting Cory Morehead Subdivision #24 / Aria Palms:

Donald Crawford has confirmed the installation meets BPSUD standards and Richie confirmed the water lines are free of bacteria and meets quality standards

A motion to approve made by John Irvine and a second by Shauna King with all in favor.

Item 11 Discussion and possible action on Cost / Benefit Analysis of In-House Line

Upgrades:

Sheila Cunningham presented the Cost Benefit Analysis

No action taken

Item 12 Discussion and possible action on Draft Budget for FYE 2026:

A motion to approve was made by Shauna King and a second by Beth Terminella with all in favor.

Item 13 Discussion and possible action on Water Rate Study:

No action taken

Item 14 Discussion and possible action on Waterline Upgrade Contract 4

recommendation:

A motion to accept bid by Bull- G was made by John Irvine and a second by Chris Huston with four in favor and two nays. Board President Metz abstained. The motion passed.

Item 15 Director's comments regarding future committee meetings

SUD to MUD committee

Waterline Upgrade Committee

Item 16 Directors comments regarding future agenda items:

Bolivar Plant upgrade

Discussion and possible action on Election of Officers

Discussion and possible action on water rate study

Third party oversight for Contract 4

Item 17 Set date for next regular Board meeting (January 13, 2026):

Item 18 Adjournment.

A motion was made by John Irvine and seconded by Shauna King to adjourn at 7:25 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 9, 2025.

Brad Metz, Board President