Bolivar Peninsula Special Utility District
Minutes of the Regular Meeting, April 14, 2026

Directors Present	Staff Present	Others Present
Bradley Metz, President	Sheila Cunningham, GM	Brenda Flanagan
Kerry Aycock	Clifford Howard	Carlis Cole
Michael Hoover	Barbara Cowie	Brenda Beauchamp
Mike Plane	Donald Crawford	
John Irvine	Cherina Perimon	
Shauna King		
Patrick Tinsley		
Toshia Daughtry		

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 the minutes of the Meeting on March 10, 2026:
A motion was made by Shauna King and seconded by Mike Plane to approve the March 10th general meeting with the correction of public comments speaker. Motion carried.

Item 4 Committee Reports:

i. Audit & Finance:
The committee met and reviewed all invoices and bank statements for March, 2026 and found all items to be in order.

ii. Waterline Upgrade Committee:
No report to give

iii. Personnel, Policy & Procedures Committee:
Brad Metz, Shauna King and Sheila Cunningham met to review Personal Policy- tabled

Item 5 Public Comments
Brenda Beauchamp spoke with recommendations for communication and presented the Board with a letter for consideration

Item 6 Manager's Report: The manager's report was presented by Sheila Cunningham, Clifford Howard, Ritchie Rodriguez. The following items were reported and/or discussed:

a) Review System Operational Reports:
* District Water Losses. The District experienced a four-month average water loss of 5.57% and 6.36% for March.
* The District has 6383 active accounts through March. In March, 3 accounts were liquidated and 50 were shut-off for non-payment.
* Total water sales for March were $516,435.00.
*The average water bill for 2026 is $81.51 and the monthly average for March was $79.76.
* Water pumped was 34,220,000 gallons and water sold was 22,286,000 gallons with a loss difference of 11,934,000 gallons for District flushing, County usage and fire department usage. There were 9 leaks repaired. There were 0 reportable accidents for the month and 0 injuries.

b) Review activities: Although fully staffed, we are still hiring for field crew
Smart meter replacement will begin in High Island in June

c) Finances: Net income for March was $251,520.00.

Item 7 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 March and found everything to be in order.

Item 8 Update on Capital projects
Waterline upgrades are going well. They have hit our water lines but overall, they seem to be on schedule.
Bolivar Plant Pump Upgrade has a delay as our contractors are waiting for Entergy to receive parts before they can move forward. There are about two weeks of work once there is an all clear from Entergy to continue.

Item 9 Recognize Office Manager Barbara Cowie for 35 years of service
Brad Metz acknowledged Barbara Cowie for 35 years of service

Item 10 Discussion and possible action on Appointment of two Board Members to vacant positions
Board Members Patrick Tinsley and Toshia Daughtry were sworn in by Barbara Cowie.
Terms were assigned by draw as follows: The term ending in 2027 was accepted by Toshia Daughtry and the term ending in 2026 was accepted by Patrick Tinsley

Item 11 Discussion and possible action on Quarterly Investment Report
One Sun Coast CD matured and has been reinvested at Moody Bank.

Item 12 Discussion and possible action on TCEQ Inspection Findings
There were no violations. There were however issues noted concerning rust at the High Island South Plant. This will be taken care of with the rehab of the Elevated Storage Tank. The Singing Sands Plant was also listed as having an issue with rust. We will address this with the purchase of a new pump and motor in 2027

Item 13 Discussion and possible action on FYE 2025 Financial Audit report
Roger Croley from Marino CPA Firm, LLC in Beaumont, TX presented the annual audit
Motion to accept the 2025 Financial Audit as presented was made by Mike Plane with a second by Kerry Aycock. Motion carried.

Item 14 Discussion and possible action on Database for liquidated accounts
Sheila Cunningham presented a report with counts and statistics for the past three years. In light of a new rule from TCEQ concerning connection counts, this database will not be useful. TCEQ is requiring every available connection vacant or active to be counted.

Item 15 Discussion and possible action on Publication of Meeting audio recordings
Staff and Board Personnel are continuing to research options and security

Item 16 Discussion and possible action on Personnel Policy Handbook update
Tabled

Item 17 Discussion and possible action on Safety Manual update
There are no changes other than the date and signature page
A motion was made by Shauna King to accept the Safety Manual update with a second by Kerry Aycock. Motion carried.

Item 18 Discussion and possible action on Employee Health Insurance Policy
A motion to continue coverage with Allstate was made by John Irvine and a second by Shauna King. All in favor and the motion carried.

Item 19 Discussion and possible action on Surplus Auction
There was a motion made to approve items for auction by Shauna King. A second by Kerry Aycock with all in favor.

Item 20 Executive Session: Meet in closed session as follows:

A. Pursuant to §551.072 Deliberation Regarding Real Property

7:13 PM

Item 21 Reconvene in open session
7:25 PM

Item 22 Consideration and possible action regarding Executive Session
No action taken

Item 23 Director's comments regarding future committee meetings
Personnel Committee will meet to complete the Personnel Policy update
Finance Committee will review the LNVA Plant contract
The Communication Committee will meet to go over public statement of information

Item 24 Director's comments regarding future agenda items
LNVA contract discussion
Personnel Policy Update

Item 25 Set date for next regular Board meeting (May 12, 2026)

Item 26 Adjournment

A motion was made by Shauna King and seconded by Mike Plane to adjourn at 7:30 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 May 12, 2026.

Brad Metz, Board President