

Bolivar Peninsula Special Utility District
Minutes of the Regular Meeting, February 13th, 2024

Directors Present

Maria Skewis, Secretary
Bradley Metz, President
Mark Ivey
Mark DeSantis
Mike Hoover
Dean Crooks

Staff Present

Barbara Cowie, Office
Sheila Cunningham, GM
Cliff Howard, Asst GM
Donald Crawford, Field
Richie Rodríguez, Plant

Others Present

Don & Marie Brewer
Beth Termella

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 December 12th General Meeting:

A motion was made by Mark DeSantis and seconded by Mike Ivey to approve the January 9th general meeting minutes. Motion unanimously passed.

Item 4 Committee Reports:

Audit & Finance:

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

Audio/Visual Committee

Line Capacity Committee

None

Item 5 Public Comments

Mr & Mrs Brewer reviewed situation with their request for new service.

Item 6 Manager's Report: The manager's report was presented Sheila Cunningham, Barbara Cowie and Cliff Howard. 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 January 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 .94% and 6.46% for January.

* The District has 6421 active accounts through January. In January, 3 accounts were liquidated and 101 were shut-off for non-payment.

* Total water sales for January were \$431,707.

* The average water bill for 2024 is \$69.63 and the monthly average for January was \$69.63.

* Water pumped was 25.8M gallons and water sold was 19.3M gallons with a loss difference of 6.5M gallons for District flushing, County usage and fire department usage. There were 10 leaks repaired. There were 0 reportable accident for the month and 0 injuries.

3) Review activities:

One employee received D water license. One field crew position and one part-time administration position are open. Interviews are progressing

Successful discussions with TCEQ and LNVA on supply Adjusted Capacity Requirement. More data was requested by TCEQ and will be submitted as soon as possible.

4) Finances: Net income for January is \$-312,491. Expenses included debt payments and new vehicle

Item 7 Update on Capital projects

Water line upgrades continuing on North Crystal Beach, Rainbow, Mom's Road. Bolivar plant upgrades are in engineering
Bolivar EST Rehab is progressing

Item 8 Discussion and Possible action on Garage quotes

Review of preliminary bids for garage. Additional details will be provided next board meeting.

Item 9 Discussion and possible action on Impact Fees

Discussion on time to assess impact fees on developments. Motion by Mark DeSantis and seconded by Mike Hoover to change impact fee policy to collect payment at time of property transfer. Motion tied at three to three. Tabled until next meeting for two absent board members to vote.

Item 10 Discussion and possible action on Chamber of Commerce membership

Motion by Mark DeSantis and seconded by Mark Ivey to join the Chamber of Commerce at the \$750 level. Motion passed unanimously.

Item 11 Discussion and possible action on Acceptance of The Shores

Bond has been submitted. Motion by Mike Hoover and seconded by Mark Ivey to approve acceptance of The Shores development. Motion passed unanimously.

Item 12 Discussion and possible action on purchase of new truck

Donald reviewed use for new truck and quotes of available trucks. Motion by Mark Ivey and seconded by Dean Crooks to approve purchase of 2024 Ram 2500 truck for \$54,707.04. Motion passed unanimously.

Item 13 Discussion and possible action on Release of Temporary Construction Easement

Motion by Mike Hoover and seconded by Dean Crooks to approve release of temporary construction easement as presented. Motion passed unanimously.

Item 14 Discussion and possible action on agricultural water request

Motion by Mark DeSantis and seconded by Mark Ivey to authorize Sheila Cunningham to draft letter to approve agricultural water request for raw water with restrictions on usage. Motion passed unanimously.

Item 15 Discussion and possible action on Website update

New website development is in progress. Board member headshots were completed and employee photos are scheduled. Anticipating new website will be available in April to May. No action required.

Item 16 Discussion and possible action on Loan application

Reviewed status of contracts 3, 4 and 5 roads to be prioritized. Bradley will request Hollis to update spreadsheet water rate projections. Tabled until next meeting.

Item 17 Discussion on possible action on security camera installation proposal

Motion by Mark DeSantis and seconded by Mark Ivey to approve installation of security cameras for \$3944.00 and \$3844.00 at the Port Bolivar plant and the High Island North plant. Motion passed unanimously.

Item 18 Executive Session: Meet in closed session as follows:

Pursuant to 551.072 Deliberation Regarding Real Property at 7:19PM

Item 19 Reconvene in open session

Reconvene at 7:29PM

Item 20 Consideration and possible action regarding Executive Session

No action required at this time

Item 21 Director's comments regarding future committee meetings

- Audit and Finance Committee - none
- Personnel and Policy Committee - none
- Public Relations Committee - none
- Line Capacity Committee - none

Item 22 Director's comments regarding future agenda items

- 1) Customer situation
- 2) Garage quotes
- 3) Impact fee collection
- 4) Loan application and projections for water rates
- 5) Deliberation on real property

Item 23 Set date for next regular Board meeting for March 12th, 2024.

Item 23 Adjournment:

A motion was made by Maria Skewis and seconded Mark Ivey to adjourn at 7:40 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 February 13th, 2024.

Maria Skewis, Secretary