

Bolivar Peninsula Special Utility District
Minutes of the Regular Meeting, March 12th, 2024

Directors Present

Maria Skewis, Secretary
Bradley Metz, President
DJ Hutchinson
Mark DeSantis
Mike Hoover
Dean Crooks
Perry Manuel

Staff Present

Barbara Cowie, Office
Sheila Cunningham, GM
Cliff Howard, Operations
Donald Crawford, Plant
Ritchie Rodriguez

Others Present

Roz Faulhaber
Peggy Johnson
Brenda Flanagan
Mr. Joe Forknier
Beth Terminella
Kerry Aycock
Marie Brewer

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 February 13th General Meeting:

A motion was made by Mark DeSantis and seconded by Perry Manuel to approve the February 13th general meeting minutes. Motion unanimously passed.

Item 4 Committee Reports:

Audit & Finance:

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

Audio/Visual Committee

None

Line Capacity Committee

None

Item 5 Public Comments

Brenda Flanagan asked about procedures for obtaining a water meter. Sheila responded that the process is in the service policy manual. The service manual is available on the BPSUD website.

Mr. Forknier requests to be placed on the next agenda to discuss his situation.

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 February 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 -2.06% and 0.62% for February.

- * The District has 6439 active accounts through February. In February, 0 accounts were liquidated and 93 were shut-off for non-payment.

- * Total water sales for February were \$427,055.

- * The average water bill for 2024 is \$69.21 and the monthly average for February was \$68.79.

- * Water pumped was 22.4M gallons and water sold was 16.3M gallons with a loss difference of 6.1M gallons for District flushing, County usage and fire department usage. There were 8 leaks repaired. There were 0 reportable accidents for the month and 0 injuries.

3) Review activities:

Hired assistant who is researching grant opportunities, cross training for office staff positions and updating Board member manual

Sheila has completed B license.

4) Finances: Net income for February is \$257,912.

Item 7 Update on Capital projects

Bolivar plant upgrades are in engineering

Bolivar EST Rehab is progressing and nearing completion

Item 8 Discussion and Possible action on Board Member applications

Two applications have been received. Applications will be reviewed by Board members.

Item 9 Discussion and possible action on Pump and Motor Repair

Reviewed quote from SE Texas Mechanical Group for repairs or replacement of pumps for Singing Sands, High Island North. Sheila reviewed status of all pumps. Staff will continue to search for possible vendors. Tabled until next meeting.

Item 10 Discussion and possible action on Don Brewer meter request

No action taken or required.

Item 11 Discussion and possible action on Undine disconnect agreement request

Motion by Mark DeSantis and seconded by Dean Crooks that BPSUD will not enter into an agreement with Undine for disconnection of water service. Motion passed unanimously.

Item 12 Discussion and possible action on TRWA By-laws vote delegate designation
Motion by Maria Skewis and seconded by Perry Manual to authorize BPSUD representative to vote "Yes" for by law change at TRWA Rural Water Con. Motion passed unanimously.

Item 13 Discussion and possible action on Impact Fees
Motion by Brad Metz and seconded by Dean Crooks to require developers to go through the capacity study and payment of Impact Fees if more than one year has passed since the original Will Serve letter was issued. Motion passed unanimously.

Item 14 Discussion and possible action on Drought Contingency Plan review and approval
Drought Contingency Plan has been reviewed and updated. Sheila reviewed the Stage 1-5 triggers. Motion by Mark DeSantis and seconded by Dean Crooks to accept the Drought Contingency Plan as presented. Motion passed unanimously.

Item 15 Discussion and possible action on Website update
Website redesign is in progress. Board members to complete bio form. No action required.

Item 16 Discussion and possible action on Loan application
Reviewed Texas Municipal Report TMR#6264. Application has not been submitted. Tabled until next meeting

Item 17 Discussion and possible action on Water Rates.
Discussion on possible timeline for water rate increases. No action required.

Item 18 Discussion and possible action on Garage Quotes
Motion by Dean Crooks and seconded by Maria Skewis to accept the bid by Capitol Crew for Garage replacement for \$200,350.00.

Item 19 Executive Session: Meet in closed session as follows:

7:22 PM

Motion by Maria Skewis and seconded by Mike Hoover to appoint Kerry Aycock to fill unexpired Board position through 2026 and to appoint Beth Terminilla to fill unexpired Board position through November 2024. Motion passed unanimously.

A) Pursuant to 551.072 Deliberation Regarding Real Property

7:44PM

Item 20 Reconvene in open session

7:55PM

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 – quarterly investment
- Personnel and Policy Committee - none
- Public Relations Committee –communications with developers and upgrade projects
- Line Capacity Committee - none

Item 23 Director's comments regarding future agenda items

- 1) Joe Forknier situation
- 2) New Directors
- 3) Status of pump repair / replacement
- 4) Potential workshop on water meter process
- 5) Legal summary of impact fees process
- 6) Website redesign
- 7) Loan application and projections for water rates
- 8) Deliberation on real property
- 9) Financial audit
- 10) Acceptance of Director's resignation

Item 24 Set date for next regular Board meeting for April 9th, 2024.

Item 25 Adjournment:

A motion was made by Maria Skewis and seconded Mark Desantis to adjourn at 8:05 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 March 12th, 2024.

Maria Skewis, Secretary