

ORANGE COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 2

MINUTES OF THE REGULAR MEETING HELD, JANUARY 09, 2017

The Board of Directors (the "Board") of the Orange County Water Control and Improvement District No. 2 (the "District") met beginning at 5:00 pm on January 09, 2017 in the District's office at 2526 Western Avenue, West Orange, Texas, 77630.

The following Directors were present: Mr. Tom Woolley, Mrs. Lisa Bukowsky, Mr. Glenn Curran and Mrs. Linda Premeaux. A quorum was present at all times during the meeting. The following director was absent: Mr. Jerry Foreman. Also present were: Mr. Jason Lawson, Superintendent; Russell Love ; Mr. Mike Porter, Assistant Superintendent; Mr. Steirman; Independent Auditor; Mr. Alan Sanders, District's Legal Counsel ; Mr. Nestor Barroeta, District's Engineer; and Mrs. April Lombardo, Office Manager.

ITEM #1 OPENING OF MEETING: Mr. Woolley opened the meeting at 5:02 PM.

ITEM #2 RECOGNIZE GUESTS: Sherri Tarrant & Jill Hooks, Grant Administrators; Jeremy Triska, Certified Public Accountant

ITEM #3 OPEN THE FLOOR FOR COMMENTS: None that were not on the Agenda for other items.

ITEM #4: CUSTOMER COMPLAINTS AND/OR REQUEST FOR ADJUSTMENTS: Mr. Lombardo asked the Board to consider adjusting Mrs. LeJunes account because of a leak in her yard that was discovered shortly after she had moved in, therefore there was not enough months history for staff to make an adjustment under current District Policy. After discussion, Mrs. Premeaux made a motion to reduce the customer's sewer usage from 49,000 gallons to 4,000 gallons, but all water still has to be paid for by the customer. Motion was seconded by Mrs. Bukowsky. Motion passed without exception.

ITEM #5: APPROVAL OF MINUTES:

- a. Mrs. Premeaux made a Motion to approve the Minutes for the November 14, 2016 Meeting, and Mrs. Bukowsky seconded the Motion. The Motion passed without exception.
- b. Mr. Curran made a Motion to approve the Minutes with changes for the December 12, 2016 Meeting, and Mrs. Premeaux seconded the Motion. The Motion passed without exception.

ITEM #6: ATTORNEY'S REPORT: Nothing that is not on the Agenda.

ITEM #7 ENGINEER'S REPORT: Mr. Barroeta submitted his written report for the month, and conducted the following discussion.

- 2015-2016 TCDBG PROJECT – We are in the process of preparing the plans and contract documents for this project.
- 2017-2018 TCDBG PROJECT –We had a conference call with the grant administrator to go over the grant requirements and the proposed project. Based on the SSES report, we are going to prepare an application for rehabilitation of private service lines. We are in the process of preparing the application now.
- WATER SYSTEM STUDY- The pressure recorders have all been removed and we are now in the process of running the model and preparing the report.

ITEM #8 SUPERINTENDENT’S REPORT:

11/15/16 – 12/15/16

| | | | | | |
|--------|-------|------|--------------------|--------|------|
| BOD | 4 | mg/L | Permit Requirement | 10 | mg/L |
| TSS | 6 | mg/L | “ “ | 15 | mg/L |
| COPPER | .0047 | mg/L | “ “ | 0.0087 | mg/L |

From November 15, 2016 to December 16, 2016 we pumped 9,104,000 gallons of water. We sold 6,639,000 gallons of water. We sold 73% of the water we pumped. We billed 1604 customers for a total \$131,439.32. The sewer plant/flushed/leaks/fire dept/bulk meters have used 2,322,899 gallons for the month. We are able to account for 98% of the water pumped as being sold, flushing or known leaks.

ITEM #9 REGULATORY ENFORCEMENT ACTIONS: Nothing at this time.

ITEM #10 CAPITAL IMPROVEMENTS, REPAIRS, MODIFICATIONS OR REPLACEMENTS TO THE DISTRICT’S POTABLE WATER AND/OR WASTEWATER SYSTEMS: Nothing at this time.

ITEM #11 FINANCIAL MATTERS: Mrs. Lombardo asked the Board to review and approve a reimbursement for Mr. Lawson’s meals/mileage. Mr. Curran made a Motion to approve the reimbursement amount of \$452.70, Mrs. Premeaux seconded the Motion. Motion passed without exception.

ITEM #12 BILLS TO BE PAID: Motion to pay the submitted bills in the total of \$113,746.30 by Mrs. Bukowsky and seconded by Mrs. Premeaux. The Motion passed without exception.

ITEM #13 CLOSED SESSION REGARDING SUPERINTENDENT, STAFF, LEGAL AND FISCAL ADVISORS:

Entered into Closed Session at 5:33 pm. Ended Closed Session at 6:37 pm. Returned to Open Session.

Mrs. Premeaux made a Motion to give Spencer Martin (Field Staff) a \$1.00 pay raise, Mrs. Lisa Bukowsky seconded the motion. Motion passed without exception.

Mrs. Bukowsky made a Motion to give Melanie James (Billing Coordinator) a \$1.50 pay raise due to her increased responsibilities over time, Mrs. Premeaux seconded the Motion. Motion passed without exception.

Mrs. Premeaux made a Motion to give Kandice Bacon (Receptionist) a \$1.00 pay raise to reflect the similar scope of experience and responsibility as the employee she replaced, Mrs. Bukowsky seconded the Motion. Motion passed without exception.

ITEM # 14 DISCUSSION AND POSSIBLE ACTION ON A MEMORANDUM OF UNDERSTANDING REGARDING THE TEXAS COMMUNITY DEVELOPMENT BLOCK - 2017/2018 GRANT FUND:

Mrs. Premeaux made a Motion to approve and proceed with the Memorandum of Understanding entered into between the District and the City of West Orange, with the District agreeing to a responsibility of matching \$27,500 for its portion of the CDBG Grant in question. Mrs. Lisa Bukowsky seconded the Motion. Motion passed without exception.

ITEM # 15 DISCUSSION AND POSSIBLE ACTION ON A RESOLUTION AUTHORIZING THE SUBMISSION OF A TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPT. OF AGRICULTURE FOR THE COMMUNITY DEVELOPMENT FUND; AND AUTHORIZING THE MAYOR TO ACT AS THE

CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE TXCDBG PROGRAM:

Mrs. Premeaux made a Motion to approve and proceed with the Resolution as described in the caption of this Agenda Item. Mrs. Lisa Bukowsky seconded the Motion. Motion passed without exception.

ITEM #16 ELEVATED STORAGE TANK SIGNAGE: Mr. Curran made a Motion to approve adding "2016, 16-0" to the water tower for the cost of \$1,000. Mrs. Bukowsky seconded the Motion. Motion passed without exception.


ITEM #17 REPAIRS/MODIFICATIONS:

- a. Access road for lift station – South St.
- b. Culverts
- c. Manhole at WWTP

Mr. Curran made a Motion to approve repairs and modifications of the access road to the lift station at South St., adding culverts, and adding a manhole at the Wastewater Treatment Plant, not to exceed the currently obtained quote of \$38,100. Mrs. Bukowsky seconded the Motion. Motion passed without exception.

ITEM #18 SPECIAL MEETING OR FUTURE REGULAR MEETING MATTERS REGARDING DATE, TIME OR PLACE: No change at this time.

ITEM #19 ADJOURNMENT: A Motion to adjourn was made by Mrs. Bukowsky, seconded by Mrs. Premeaux. The Motion passed without exception. The Meeting adjourned at 7:16 P.M.



Linda Premeaux
Secretary