

## ORANGE COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 2

### MINUTES OF THE REGULAR MEETING HELD , SEPTEMBER 12, 2016

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 August 08, 2016 in the District's office at 2526 Western Avenue, West Orange, Texas, 77630.

The following Directors were present: Mr. Tom Woolley, Mr. Jerry Foreman, Mrs. Lisa Bukowsky, Mr. Glenn Curran and Mrs. Linda Premeaux. A quorum was present at all times during the meeting. Also present were: Mr. Russell Love, Interim Superintendent; 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 5:00 PM.

ITEM #2 RECOGNIZE GUESTS: Mr. Ian Murray.

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:

Mrs. Lombardo addressed the Board in reference to an adjustment/reimburse for Mr. Murray. Materials were included in the Board Packet. By way of summary, the District had erroneously determined that a sewer stop was on the customer side. The customer called out a private plumber, who upon further investigation asserted that the stop was on the District's side. The District re-checked the situation and determined that the stop was, indeed, in the District's side. The customer was requesting reimbursement for the private plumber's service charge incurred due to the District's mistaken initial determination. District staff recommended that the customer's request for reimbursement be approved. Mr. Foreman made a Motion to reimburse Mr. Murray in the amount of \$127.40. Mrs. Premeaux seconded the motion. Motion passed without exception.

ITEM #5: APPROVAL OF MINUTES: Mr. Foreman made a Motion to approve the Minutes with changes for the August 8, 2016 Meeting, and Mr. Curran 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 submitting a Statement of Qualifications to the City for the 2015-16 TCDBG Project. The SOQ is due this week.
- **2017-2018 TCDBG Project** – We have been advised that it is time to get a project together for the 2017 TCDBG cycle. The District will have to decide what project will be proposed for this grant cycle. We recommend a sewer project that addresses recommendations in the SSES report. No change.
- **Water System Study** –\_The pressure recorders will be installed within the next week. The recorders had to be recalibrated.
- **Blower Air Piping Replacement:** MK Constructors have made initial exploratory excavation. They had the steel supports fabricated, but the fabricator is remaking them, since they made a

mistake. The contractor indicated that they will be on site as soon as they get the new supports. Once they get the supports it will take them no more than a week to a week and a half to complete the installation.

ITEM #8 SUPERINTENDENT'S REPORT:

6/15/16 – 7/15/16

BOD	4	mg/L	Permit Requirement	10	mg/L
TSS	8	mg/L	“ “	15	mg/L
COPPER	.0032	mg/L	“ “	0.0087	mg/L

From July 15, 2016 to August 15, 2016 we pumped 9,773,000 gallons of water. We sold 8,072,000 gallons of water. We sold 83% of the water we pumped. We billed 1616 customers for a total \$148,657.37. The sewer plant/flushed/leaks/fire dept/bulk meters have used 1,315,754 gallons for the month. We are able to account for 96% 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: Mr. Love recommended the replacement of some of the equipment for the sewer treatment plant as described in the materials included in the Board Packet. Mr. Foreman made a Motion to proceed with the repairs and approved the recommended quote, not to exceed \$5000. Mr. Curran seconded the Motion. Motion passed without exception.

Mr. Foreman made a Motion to declare the brush hog as scrap iron and remove from our inventory, and for the Interim Superintendent dispose of the item in a manner that gives the District best value. Mrs. Premeaux seconded the Motion. Motion passed without exception.

ITEM #11 FINANCIAL MATTERS: Mr. Steirman presented additional materials related to this year's fiscal audit findings to the Board of Directors. Detailed discussion and review of the previously-approved Audit Report, and the additional or related materials, followed.

ITEM #12 BILLS TO BE PAID: Motion to pay the submitted bills in the total of \$107,622.00 by Mr. Curran 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 5:53pm, resumed open session at 6:44pm.

Mr. Curran made a Motion to send out RFQs (Request for Qualifications) for Accounting and related consulting services; Mrs. Bukowsky seconded the Motion. Motion passed without exception. A Board Committee will review timely submitted responses, and make recommendations to the Board for further action including possible interviews. The process will be conducted pursuant to the Texas Professional Services Procurement Act.

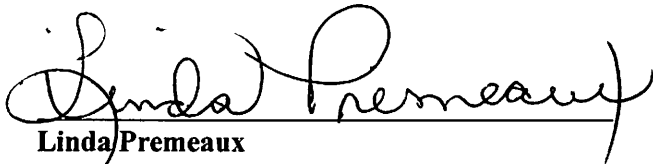
Mr. Lombardo notified the Board that an office employee, Harriet Jackson, will be off for surgery starting September 26<sup>th</sup>; and will be out for a period of time; a temporary employee will start for training on the 19<sup>th</sup>.

ITEM # 14 PUBLIC HEALTH SERVICE FEE: Mrs. Lombardo provided the Board with more documentation about the TCEQ Public Health Service Fee; and notified them of the rates that would be on the customer's bills, so that we can have enough to timely pay the fee to TCEQ. Also, the billing system has been adjusted to add a suitable fee for the months of December 2016 and following, in order to develop funds for payment of the Health Service Fee covering Calendar Year 2017.

ITEM #15 DEVELOPMENT OF COMPREHENSIVE DOCUMENTATION FOR FEES, SERVICE & OPERATIONS: Still working on getting documentation together and for inclusion of review by new Superintendent once he begins employment and has an opportunity to get up to speed, nothing new at this time.

ITEM #20 SPECIAL MEETING OR FUTURE REGULAR MEETING MATTERS REGARDING DATE, TIME OR PLACE: No change at this time.

ITEM #21 ADJOURNMENT: A Motion to adjourn was made by Mrs. Bukowsky, seconded by Mrs. Premeaux. The Motion passed without exception. The Meeting adjourned at 6:47 P.M.

  
**Linda Premeaux**  
Secretary