

**Regular Meeting
Riverbend Water Resources District
Board Meeting Minutes
August 22, 2013**

Location: 28 Morris Lane Suite 118, Texarkana, TX 75503

A G E N D A

I. **Call to Order, Roll Call, Establishment of Quorum, Certification of Notice.**

Marshall Wood, Chairman of the Board, called the meeting to order at 12:15 p. m. and welcomed the guests in attendance.

Director's in Attendance:

Marshall Wood
Chairman

James Carlow
Vice-Chairman

Fred Milton
Secretary

Kelly Mitchell
Treasurer

Sean Rommel
TexAmerica's Rep

participated via phone

Staff in Attendance:

Scott Albert
Executive Director

Others in attendance:

John Whitson
City Manager, Texarkana, TX

Paige Alexander
Texarkana, Gazette

Mike Burke
City Manager, Wake Village

II. **Public Comments:**

Mike Burke, City Administrator for Wake Village addressed the RWRD Board regarding a joint water project between the Cities of Nash, Wake Village and the Macedonia-Eylau Water District. Mr. Burke stated he met with John Whitson (City Manager Texarkana, TX) and Bill King (Executive Director TWU) and both agreed with the project concept outlined below.

The proposed project consists of water utility and site work components located on municipal owned property provided by the City of Wake Village and accomplished in partnership between the City of Wake Village, the City of Nash and the Macedonia-Eylau Utility District.

The project components are as follows:

- A. Water Transmission Mains - This part of the project will include the construction of the water supply connection, metering station, transmission main to the elevated storage tank site. The connection is located near the intersection of US 82 and FM 2148, and the transmission main will proceed from that connection after passing through the metering station. The transmission main to the elevated water storage site is along FM 2148 (approximately 7,000 linear feet in total length).

- B. Elevated Storage Tank and Associated Systems - This part of the project will include the construction of a new 600,000 gallon elevated storage tank, pump systems, re-chlorination system(s), associated building to house pump and re-chlorination systems, various valves and appurtenances, transmission main from the elevated storage tank to connections with distribution system(s), pressure control valves for all distribution system connections and SCADA controls.

These improvements provide Wake Village, Nash and Macedonia-Eylau with the water capacity to develop and market the expanding FM 2148 corridor. Wake Village, Nash and Macedonia-Eylau have planned for development in this area for the past twenty years. With proposed highway plans, existing commercial recruitment and a growing population base in the area there is limited acreage with access to a dependable water supply. The aim of this project is to address dependable water supply and duality of connections to the regional water system for each of the participants.

III. **Agenda Items for Individual Consideration**

A. **Consider approval of the June 2013, RWRD financial report.**

RWRD Executive Director stated the district's money market account balance for June, was \$144,643 and he anticipates fiscal year-end balance to be \$144,750.00. The districts checking account balance for June, was \$183,012.00 and he expects the fiscal year-end balance will be at approximately \$160,000.

A motion was made by James Carlow and seconded by Sean Rommel to accept the RWRD June 2013, financial report. The motion was approved unanimously.

B. **Consider approval of the July 2013, RWRD financial report.**

RWRD Executive Director mentioned the district incurred above average expenditures during the month of July, for the following two reasons:

1. District owed Cross Oak Group for three months of service at approximately \$12,000.00.
2. District owed US Treasury for two months of payroll taxes approximately \$8,000.00.

Other than the two expenditures cited above the district's financial activities for the month of July 2013, were standard.

A motion was made by James Carlow and seconded by Sean Rommel to accept the RWRD July 2013, financial report. The motion was approved unanimously.

C. **Consider approval of the June 20, 2013 RWRD Board meeting minutes.**

Kelly Mitchell moved to approve the June 20, 2013 minutes which was seconded by James Carlow. The motion was approved unanimously.

D. Consider approval of the July 27, 2013 RWRD Board meeting minutes.

Sean Rommel moved to approve the July 27, 2013 minutes which was seconded by Kelly Mitchell. The motion was approved unanimously.

E. Consider approval of Executive Director Expense reports 3 and 4.

Executive Director mentioned expense report three (3) did not include any significant expenditures. However, expense report four (4) included the purchase of a file cabinet and Sony digital voice recorder.

Kelly Mitchell moved to approve the Executive Director Expense reports three and four which was seconded by Sean Rommel. The motion was approved unanimously.

F. Discussion regarding Special Called meeting.

Executive Director has requested a special called meeting in relation to the following items; 1. public hearing regarding the districts FY 2013/14 budget, 2. presentation from Bill King in regards to the TWU budget for FY 2013/14 and 3. consideration of an engagement letter for auditing services.

Sean Rommel moved to approve conducting a Special Called meeting on September 9, 2013, which was seconded by James Carlow. The motion was approved unanimously.

G. Discussion regarding FY 2013/14 RWRD budget.

Executive Director offered the RWRD Board of Director's an overview of the upcoming fiscal year budget.

There were two minor changes to the previous FY 13/14 draft budget which were the inclusion of \$1,200 for engineering services and \$1,000 for the design and implementation of a web site.

Executive Director anticipates the District beginning fund balance for FY 13/14 to be approximately \$305,000 cash on hand which includes the RWRD money market account.

Personnel cost account for approximately 64% of the district's budget.

Currently FY 13/14 expenditures exceed estimated revenues. If the Board approves the budget as outlined today a draw down on reserves of approximately \$52,000 will be required to balance the budget.

Chairman Wood stated he would be in contact with the District's lobbyist about

reducing their monthly charges.

No action was required for this agenda item.

H. Discussion regarding the Freese and Nichols Sulphur River Watershed Overview Water Demand/Availability Interim Report.

Executive Director mentioned a meeting was called by John Jarvis and Bob Murray in relation to discussing the results of F&N study outlining water demand and population projections for water user groups w/in the SRB. Based on a cursory review of the study the Executive Director did not foresee any immediate concerns w/ the aggressive methodology utilized by F&N in estimating water demand or population projections. The methodology utilized by F&N was more aggressive than the conservative approach utilized by the TWDB when preparing the State's water plan. The Executive Director stated he would rather error on the side of aggressive projections rather than conservative forecasts when planning for the region's water needs over the next 50 years. However, there are several issues which should be taken in to consideration when reviewing this study. The Executive Director recommended to continue assessing the F&N study. However, make certain we address water demand and population projections for the region prior said data being finalized in the 2017, State water plan.

The RWRD Board of Director's did not take any action however requested that the report be consider for further review and reconsidered by the Board at a later date.

I. Discussion and possible action concerning a proposal with MTG Engineers and Surveyors in relation to developing a scope of work and request for qualifications document in regard to consulting services.

Executive Director stated approximately, a month ago he implemented regional roundtable meetings w/ the following participants; John Whitson, Bill King, Bill Cork, Mike Burke, Mark Mayo. As a result the group has agreed upon an approach in addressing certain water matters in the region. The following water initiatives will be examined:

1: Millwood Lake

Evaluate data from USACE and other organizations in relation to the long term viability of Millwood Lake to serve as a resource for regional water user groups for the next 50 – 100 years. Also, assess the political and contractual requirements necessary for delivering Millwood treated surface water from Arkansas to Texas.

2: Infrastructure

Evaluate Millwood WTP capabilities to provide additional water to regional water groups for the next fifty years. Also determine the water treatment components required for serving

regional water groups over the next fifty years. Such components should take into consideration the recurrent delivery of treated water from Millwood WTP and the longevity of the New Boston Road WTP. Previous studies prepared by CH2M Hill, HDR, water models and various other data should serve as a basis when identifying a way-forward for a regional water system.

3: Planning

Organize a plan for maintaining and operating the New Boston Road WTP for the next five-fifteen years. Previous studies (CH2M Hill, HDR) should be incorporated into the planning process. Also, prepare a five-year capital improvement plan for Texarkana, Texas and member cities water system.

The Executive Director requested authorization to contract with MTG engineering in developing an RFQ and SOW based on the three initiatives mentioned above. The proposal is for an amount not to exceed \$1,200.00.

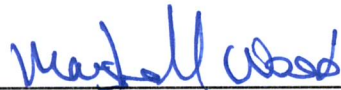
Kelly Mitchell moved to authorize the Executive Director to enter into a contract with MTG in a mount not to exceed \$1,200 in relation to developing an RFQ & SOW which was seconded by James Carlow. The motion was approved unanimously.

IV. **Reports:**

- A. **Executive Director:** No report
- B. **RWRD Board Members:** No report

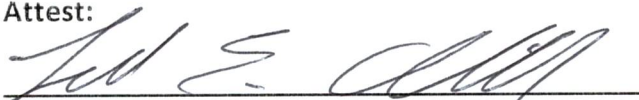
V. **Adjourn:** With no additional business to be discussed, a motion was made by Sean Rommel and seconded by James Carlow to adjourn meeting. The motion was approved unanimously.

The above and foregoing minutes of Riverbend Water Resources District Board of Directors meeting, August 22, 2013 were read and approved on the 19 day of Sept, 2013.



Marshall Wood, Chairman of the Board

Attest:



Fred Milton, Secretary