

**Regular Called Meeting
Riverbend Water Resources District
Board Meeting Minutes**

June 8, 2016

228 Texas Avenue, Suite A, New Boston, Texas 75570

MINUTES

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

Pursuant to a notice posted on the District website on June 1, 2016, the Chair, Sean Rommel, President of the Board, called the meeting to order at 12:05 p.m.

Directors Present:

Sean Rommel, President
Jim Green, Vice President
Fred Milton, Secretary
Marshall Wood, Treasurer
Kelly Mitchell, Director

Directors Absent:

None.

Administration Present:

Elizabeth Fazio Hale, Executive Director/ CEO
David Glass, Smith Weber LLP, RWRD General Counsel
Eli Hunt, Plant Manager
Becky Melton, Financial Director/HR Manager

Public Present:

Bart Brock, District Staff, Office of Representative Gary VanDeaver
Lanny Buck, Engineer, KSA
Christy Busby, Staff, Texarkana Gazette
Mike Burke, City Administrator, City of Wake Village
Trish Conradt, Chief of Staff, Office of Representative Gary VanDeaver
Glenna Kiker, Citizen
Tony King, Police Chief, City of New Boston
Jennifer Middleton, Staff, Texarkana Gazette
Les Minor, Editor-In-Chief, Texarkana Gazette

Mike Sandefur, Citizen and Member of Sulphur River Basin Authority
Board of Directors
Walt Sears, General Manager, Northeast Texas Municipal Water District
Tony Smith, Engineer, Carollo Engineers
Madison Stuart, Legislative Staff, Office of Representative Gary VanDeaver
Betty Williams, Citizen
Doug Williams, Citizen

II. Innovation

Fred Milton led the invocation.

III. Public Comments

None.

IV. Agenda Items for Individual Consideration

A. Discussion and possible action regarding May 11, 2016 minutes.

A motion was made by **Fred Milton** and seconded by **Jim Green** to approve the minutes for the May 11, 2016 meeting. The motion was approved unanimously.

B. Discussion and possible action regarding May 2016 monthly investment report and financial statements on all current accounts and funds.

Liz Fazio Hale provided information on the state of the District's accounts, investment report, and financial statements. The financials for the General Fund located at Texana Bank were presented. The financials for the Operating Fund with State bank of DeKalb have not yet been completed. Once they are completed they will be sent to the Board and presented for approval at the next Regular Meeting.

A motion was made by **Marshall Wood** and seconded by **Fred Milton** to approve the May investment report and financial statement for the General Fund. The motion was approved unanimously.

C. Discussion and possible action regarding approval of a resolution authorizing the Executive Director/CEO, Elizabeth Fazio Hale, to execute an agreement for the Water Line Replacement and Chlorine Injection System Project

Liz Fazio Hale provided information on the responses to the Invitation for Bids on a Design Build Project for Water Line Replacement and Chlorine Injection System Project. The District received three (3) response to the Invitation for Bids from the following: KSA; MTG Engineers; and Stokes & Associates. A committee consisting of Liz Fazio

and Eli Hunt met with representatives from the Red River Army Depot to review the responses. After review and discussion, Liz Fazio Hale and Eli Hunt scored the responses as follows: Stokes & Associates at 86 and MTG Engineers at 74. The KSA responses was reviewed but not scored because it was for design only and not a complete response for design build, as required by the Invitation for Bids.

The Board followed this presentation with a detailed discussion about the nature of the responses and the specifics of each response, weighing factors such as the costs, experience in design build projects, length of completion of the project, number of crews available for work, and details concerning the engineering. Discussion on these factors and others resulted in agreement with the proposed ratings of Stokes & Associates and MTG Engineering. Ultimately, the Board determined that under Stokes & Associates, costs were less (\$2.2M compared to \$2.4M); experience was more (Stokes was experience in design build projects and MTG was experience in design but would have to contract with another for the build), the length of the project was shorter (6-9 months with Stokes & Associates as opposed to 13 months with MTG Engineer); and the number of crews available were more (3-5 with Stokes & Associates as opposed to 2 with MTG).

A motion was made by **Fred Milton** and seconded by **Jim Green** to approve **RESO 20160608-01** authorizing the Executive Director/CEO to negotiate and enter into an agreement for water line replacement and chlorine injection system development/ implementation in an amount not to exceed an amount approved by the Red River Army Depot with Stokes and Associates to provide said services for Riverbend Water Resources District; or alternatively, to negotiate and enter into same with MTG Engineering under the same terms. The motion was approved unanimously.

D. Discussion and possible action regarding the approval of a resolution authorizing an amendment/addendum to the Personnel Manual regarding sick leave and compensation time.

Liz Fazio Hale provided information on the need to clarify certain policies within the Riverbend Personnel Manual adopted March 2, 2016, now that the wet utilities transfer is complete. In an effort to continue evaluating the organization and maintain consistency in policies, the Personnel Manual will be evaluated in September for further changes and until that time clarifications are suggested, as follows:

1. Section 4.10: regarding certain full-time, exempt employees, "This overtime may be used as a factor in granting or denying paid leave other than vacation or sick leave, may only be granted by the HR Manager or Executive Director/CEO, and may only be granted within the same pay period;"
2. Section 4.10: regarding work week for over-time, "For purposes of calculating overtime for non-exempt employees, the work week begins at 12:00 a.m. on Saturday and ends 168 hours later at 11:59 p.m. on the following Friday;"

3. Section 5.4: “If you call in sick, you may be required to provide your supervisor with a doctor’s note on the day you return to work. The determination of whether your absence will require a doctor’s note is at the sole discretion of the HR Manager and/or Executive Director/CEO;” and
4. Section 5.4: “Accrued, unused sick time can be carried over from one year into the next. The maximum allowable accumulation of sick time is 550 hours for employees employed as of June 8, 2016. For employees employed after June 8, 2016, the maximum allowable accumulation of sick time is 250 hours. No sick time above the maximum allowable is accrued.”

A motion was made by **Fred Milton** and seconded by **Marshall Wood** to approve **RESO 20160608-02** adopting the amendments as presented above regarding overtime and sick leave to the Riverbend Water Resources District’s Personnel Manual, dated March 2, 2016. The motion was approved unanimously.

E. Discussion and possible action regarding an Owner’s Advisor engineering firm.

Liz Fazio Hale presented information for the Board’s future consideration of engaging with an Owner’s Advisor, or an in-house engineer’s position. Below is a short list of considerations on how an Owner’s Advisor could help the District. The Executive Director/ CEO does not recommend any action at this time, however, she wishes for the Board to be advised on this possibility for the future.

1. **Assisting with the request for qualification/proposal (RFQ/RFP) process to select a design-builder.** This can include writing the RFQ/RFP, developing selection criteria and sitting on the selection committee. An Owner’s Advisor can help the District through the critical process of procurement.
2. **Developing the 10 to 20 percent conceptual design (or the basis of design).** This deliverable allows all of the potential design-builders to start at the same point. If the design-builders do not start with the same conceptual design, competing proposals will be very difficult for the District to effectively compare.
3. **Working as an extension of staff throughout the duration of the project.** If a project is large enough, the District might need to hire dedicated staff to help manage it, unless there is an Owner’s Advisor aboard. Using an Owner’s Advisor as an extension of staff allows the District to call upon additional resources as the project requires.
4. **Performing engineering reviews at the design milestones.** An extra set of eyes on the plans can help ensure that they are accurate and meet District specifications. An Owner’s Advisor provides the expertise to evaluate the design work of your design-build team.

5. **Providing value engineering (VE).** VE optimizes projects by bringing together a cross-disciplinary team to examine a project and suggest approaches to drive down costs without impacting quality. An Owner's Advisor can assemble an independent team of experts to give the project a fresh look.
6. **Preparing constructability reviews.** The Owner's Advisor can perform a detailed review of completed plans and specifications. Deficiencies, constructability concerns, conflicts or other issues that may impact the project's construction sequencing, coordination, safety, cost or schedule will be flagged and addressed early, saving time and money.
7. **Delivering inspection or field services during construction.** Ensuring that the construction site runs efficiently and safely with excellent record-keeping is one of the District's paramount concerns. An Owner's Advisor can provide qualified, certified field staff to steward your project to completion.

No action was taken.

F. Discussion and possible action regarding Regional Stakeholder Kick-off Meeting Thursday, July 21 at 6:00 p.m.

Liz Fazio Hale provided information on the upcoming Kickoff Meeting for Regional Master Planning in the area. The Executive Director/CEO suggests that a Kick-off Meeting for any and all public stakeholders on regional water issues be held the evening of Thursday, July 21 at 6:00 p.m. at a location to be determined. The Board agreed to this date and time and will announce the location in July.

No action was taken.

G. Discussion and possible action regarding the purchase of TAC East Infrastructure.

Liz Fazio Hale provided information that the District continues to work towards a resolution on purchasing infrastructure on TAC East within the District's CCN. Representative from the District are scheduled to meet with representative of the City of Texarkana and Texarkana Water Utilities the weeks of June 20th and June 27th to review draft agreements.

No action was taken.

H. Discussion and possible action regarding Lake Wright Patman and various regional water issues.

Liz Fazio Hale provided information that a letter by Riverbend has been prepared for TCEQ advising against a Watermaster for the Sulphur River Basin. TCEQ held a

stakeholder's meeting in Mt. Pleasant the previous evening, June 7, 2016. Approximately 15 members of the public were present with approximately 6 members of TCEQ staff. The general consensus was that a Watermaster would not be established in the Sulphur River Basin at this time.

Liz Fazio Hale provided information that the Sunset Review Commission would meet on June 23, 2016 to take public testimony on the staff report of the Sulphur River Basin Authority.

Liz Fazio Hale provided information that the Executive Director/CEO of Riverbend and representatives of the City of Texarkana met with representatives of the US Army Corps of Engineers from the Ft. Worth Division to discuss the cost of implementing the Ultimate Rule Curve. The amount will not only include storage fees, but also an amount for cultural studies and environmental impacts.

No action was taken.

V. Reports

A. Board of Directors

None.

B. Executive Director/ CEO

Ongoing Projects:

- i. Regional Water Master Plan with Susan Roth and Consulting
- ii. Leak Detection Project for Red River Army Depot
- iii. Million-gallon Water Storage Tanks Project

VI. Next Regular Meeting

Wednesday, July 13, 2016 at 12:00 p.m.

VII. Adjournment

With no additional business to be discussed, a motion was made by **Marshall Wood** and seconded by **Kelly Mitchell** to adjourn the meeting at 12:36 p.m. The motion was approved unanimously.

The previous corrected minutes of Riverbend Water Resources District Board of Directors meeting, June 8, 2016 were read and approved on the 13th day of July, 2016.



James Green, Vice President

Attest:



Elizabeth Fazio Hale, Executive Director/ CEO