

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

**October 12, 2016**

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

**M I N U T E S**

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

Pursuant to a notice posted on the District website on October 5, 2016, the Chair, Jim Green, President of the Board, called the meeting to order at 12:07 p.m.

**Directors Present:**

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

**Directors Absent:**

None.

**Administration Present:**

Elizabeth Fazio Hale, Executive Director/ CEO  
Eli Hunt, Systems Manager  
Becky Melton, Financial Director/HR Manager

**Public Present:**

Bart Brock, Staff, Representative Gary Van Deaver  
Lanny Buck, Principal, KSA Engineers  
Mike Burke, City Administrator, City of Wake Village  
Scott Norton, Executive Director/CEO, TexAmericas Center

**II. Innovation**

Jim Green led the invocation.

### **III. Public Comments**

No public comments.

### **IV. Agenda Items for Individual Consideration**

#### **A. Discussion and possible action regarding September 28, 2016 Regular and Special meeting minutes.**

A motion was made by **Marshall Wood** and seconded by **Sean Rommel** to approve the minutes for the September 28, 2016 Regular and Special meetings. The motion was approved unanimously.

#### **B. Discussion and possible action regarding September monthly investment reports and financial statements on all accounts (General and Wet Utilities) current accounts and funds.**

Becky Melton provided an update on the September financials for the General Fund. The General Fund is still under review, so no action is being requested at this time. Right now, it looks like the General Fund will be considerably under budget.

Becky Melton provided information on the September financials for the Wet Utilities Funds. The Wet Utilities Funds are also still under review, so no action is being requested at this time. Mrs. Melton noted that Riverbend received both July and August payments in September. Planning and Acquisition funds were transferred from BoK to SBoD for the Master Plan. CIP Funds have been reduced by approximately \$200,000 for two ongoing projects.

No action.

#### **C. Discussion and possible action regarding approval of a resolution adopting the 2016-2017 Personnel Policy Manual and Supporting Employee Signature Documents of Riverbend Water Resources District.**

Becky Melton provided information on adoption of a new Personnel Policy Manual. Riverbend's last Personnel Policy manual was adopted March 2016 with amendment in July 2016. Changes to the Personnel Policy Manual include the following:

- **Positions;**
- **Office hours;**
- **Termination and unpaid leave;**
- **Sick notice;**
- **Qualifications of medical benefits;**
- **Cash and check handling procedures;**
- **Social media and internet usage at work; and**

- **Employee signature pages.**

The employee signature required documents are due in most-part to our issuance of company property to each employee and need to insure its return.

Sean Rommel commented on a change to the photography language in the policy, clarifying “employees will not take photographs or depict any images of District property or take photographs of any employee wearing uniforms bearing the name of RWRD without the express consent of the Executive Director/CEO.” This language will be corrected in the adopted policy.

A motion was made by **Fred Milton** and seconded by **Marshall Wood** to approve **RESO 20161012-01** adopting the 2016-2017 Personnel Policy Manual and Supporting Employee Signature Required Documents, as amended. The motion was approved unanimously.

**D. Discussion and possible action regarding approval of a resolution authorizing the Executive Director/CEO, Elizabeth Fazio Hale, to execute a modification, renewal, and extension agreement extending the maturity date of the promissory note to a date certain in the future and renewing and extending the liens securing the same.**

Liz Fazio Hale provided information on the extension of the Promissory Note from TAC. Riverbend has been very successful at managing its budget and in providing projections for the coming year. Once the Wet Utilities budget takes into consideration several new debts: Franchise Fee, Riverbend Fee, Regional Planning Funds for repayment of \$1M bond, there is not a lot of projected revenue, approximately \$45,000. This is not enough to repay the entire TAC loan of \$900,000 or the actual \$400,000 actually used.

Just prior to the September Board Meeting, however, Scott Norton delivered a check of approximately \$345,000.00 as part of the profit split from 2015-2016 and the Closing MOA. This is a significant boost to Riverbend’s budget projections and will help Riverbend pay back the complete loan by April 30, 2016.

Therefore, the Board is considering a RESO extending the TAC promissory Note to a date of April 30, 2016 to show Riverbend’s intent to repay by that time.

A motion was made by **Marshall Wood** and seconded by **Fred Milton** to approve **RESO 20161012-02** authorizing and directing Elizabeth Fazio Hale, its Executive Director/CEO, to execute any such modification, renewal and extension agreement necessary to facilitate the aforementioned extensions of the Promissory Note and Security Agreement. The motion was approved unanimously.



**E. Discussion and possible action regarding the approval of a resolution authorizing the addition of certain authorized signatories to the appropriate bank depositories.**

Liz Fazio Hale provided information on adding all board members as authorized signatories with the new change of Officer positions.

A motion was made by **Fred Milton** and seconded by **Sean Rommel** to approve **RESO 20161012-03** authorizing signatories to the appropriate bank depositories.

**F. Discussion and possible action regarding update to the Riverbend Strategic Plan.**

Liz Fazio Hale provided information on the Draft Strategic Plan for 2016-2019. Mrs. Fazio Hale will continue to solicit feedback and comments from Member Entities with a recommendation that the updated plan be adopted at the new Regular meeting.

No action.

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

Liz Fazio Hale provided an update on SRBA Strategic Planning and Interlocal Agreement for Volumetric Study.

Mrs. Fazio Hale also provided a update on TWDB Director Kathleen Jackson visit to Texarkana area. Suggest holding our next meeting as a Town Hall at 6:00p.m.

No action.

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

Liz Fazio Hale provided information that she met with John Whitson, City Manager, met to go over 4 primary concerns:

- 1) No redo of any contract that involves Army;
- 2) Quantity of water;
- 3) Price of water (should Riverbend be included in true-up);
- 4) Meter ownership, whoever owns should be responsible for repairs; and
- 5) Resale of water - needs to allow Riverbend to be a wholesale water provider.

Liz Fazio Hale has reached out to Mr. Whitson via email to schedule a follow-up meeting on this issue.

No action.

## **V. Reports**

### **A. Board of Directors**

Jim Green reported that he has a goal for he and/or the Executive Director to attend at least one City Council or Member Entity Meeting of each Member Entity over the course of the next year.

### **B. Executive Director/ CEO**

Liz Fazio Hale provided information on the following ongoing Riverbend projects:

- i. Regional Water Master Plan with Susan Roth and Consulting
  - Susan Roth and her team will be in town the last week of October and the first week of November for site visits to the area water treatment facilities.
- ii. Million-gallon Water Storage Tanks Project
  - We are still waiting for final design specs on this project to issue an RFP/ RFQ for the construction of these items.
- iii. Pipeline Replacement and Chlorification Project
  - This project is over half done and “on schedule” as budgeted for completion by the end of the year.


## **VI. Next Regular Meeting**

Wednesday, November 9, 2016 at 12:00 p.m. (or possibly 6:00 p.m. for Town Hall).

## **VII. Adjournment**

With no additional business to be discussed, a motion was made by **Marshall Wood** and seconded by **Sean Rommel** to adjourn the meeting at 1:29 p.m. The motion was approved unanimously.

**The previous corrected minutes of Riverbend Water Resources District Board of Directors meeting, October 10, 2016 were read and approved on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.**



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**Jim Green, President**

**Attest:**



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**Elizabeth Fazio Hale, Executive Director/ CEO**