

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

June 14, 2017

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 7, 2017, the Chair, Jim Green, President of the Board, called the meeting to order at 12:01 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
David Glass, General Counsel
Becky Melton, Financial Director/HR Manager

Public Present:

Doug Bowers, City Administrator, City of Nash
Johnny Branson, Mayor, City of New Boston
Bart Brock, Legislative Staff, Representative Van Deaver
Lanny Buck, Engineer, KSA Engineers
Robert Bunch, Mayor, City of Nash
Mike Burke, City Administrator, City of Wake Village
Mike Buttram, SRBA, Contract Staff and Self, Retired
James Carlow, County Judge, Bowie County
Hal Harris, General Manager, Central Bowie County Water Supply Corporation
Neal Holland, President, Stokes and Associates, Inc.
Tony King, Chief of Police, City of New Boston

Michael Malone, Executive Director, Texarkana Chamber of Commerce
Steve Wick, Professional Engineer, Stokes and Associates, Inc.

II. Invocation

Marshall Wood led the invocation.

III. Public Comments

During public comments, Jim Green publicly recognized and thanked Riverbend staff for their contributions to the organization.

No other public comments.

IV. Agenda Items for Individual Consideration

A. Discussion and possible action regarding May 10, 2017 Regular Meeting minutes.

A motion was made by **Marshall Wood** and seconded by **Fred Milton** to approve the minutes for the May 10, 2017 Regular Called meeting. The motion was approved unanimously.

B. Discussion and possible action regarding approval of a resolution approving the first quarter financials of the FY 2016-2017 (October - December); a resolution approving the second quarter financials of the FY 2016-2017 (January - March); and any applicable quarterly investment reports.

Liz Fazio Hale provided information on the new accounting review by Rhonda Jones with Holliday, Lemons and Cox, PC.

Rhonda Jones provided information on the 1st and 2nd quarter financials.

A motion was made by **Sean Rommel** and seconded by **Marshall Wood** to approve **RESO 20170614-01** approving the December 1st Quarter Financials and **RESO 20170614-02** approving the March 2nd Quarter Financials. Th motion was approved unanimously.

C. Discussion and possible action regarding a Request for Qualifications for Annual Audit Accounting Services.

Liz Fazio Hale provided information on a Request for Qualifications for audit accounting services.

A motion was made by **Fred Milton** and seconded by **Marshall Wood** to approve the publication of a Request For Qualifications for Audit Services. The motion passed unanimously.

D. Discussion and possible action regarding approval of a resolution authorizing an increase in credit card limits from the current aggregate amount of \$15,000 to an aggregate amount of \$25,000.

Liz Fazio Hale provided information on the need to increase credit card limits from an aggregate of \$15,000 to \$25,000. On average, about \$3500 is placed on each of the cards. The billing comes at the beginning of the month and is processed within 10 days from opening of mail to signing of check and then an additional 10 days for mail and processing on the bank's end. Sometimes this overlap causes a stop on spending between our payment and receipt and processing on the bank's end. During the summer months, this is causing a bit of dilemma on several repair projects.

Some of the entities that we do business with allow for us to open accounts with them separately, but this is just another form of open credit line that requires our operating account bank to verify our availability of funds. Many require an "open account" even if you are paying with a check. In order to avoid opening a bunch of accounts with individual businesses, we would prefer to have a high limit on the credit cards because those can more easily be tracked, especially for fraud.

A motion was made by **Marshall Wood** and seconded by **Sean Rommel** to approve **RESO 20170614-03**, authorizing an increase of the credit card limits to an aggregate amount of \$25,000. The motion was approved 4 in favor, 0 against and 1 (Kelly Mitchell) abstaining.

E. Discussion and possible action regarding approval of a resolution approving an update to the Riverbend Conservation Plan.

Liz Fazio Hale provided information on the adoption of an update to the Conservation Plan. Riverbend Board last approved a Water Conservation Plan in September 2015. This plan is required in order to be eligible for TWDB funding. This document replaces the last as an update to include the wet utilities and customer base that were acquired May 2016.

A motion was made by **Fred Milton** and seconded by **Sean Rommel** to approve **RESO 20170614-04**, approving the update to the Conservation Plan of the Riverbend Water Resources District.

F. Discussion and possible action regarding approval of a resolution authorizing the Executive Director/CEO, Elizabeth Fazio Hale, to enter into negotiations and execute an interlocal agreement/contract for the Pump Station and Ground Storage Tanks Project.

Liz Fazio Hale provided information on the Request for Construction Bids for the Pump Station and Ground Storage Tank Projects.

Steve Wick, with Stokes and Associates, provided information that the bids were opened in a public process on Thursday, June 8, 2017. Riverbend's RFB was based on low-bid (this is typical for construction projects versus design or design-build where the criteria can be based on "true-value"). The low-bid was issued by Four Thirteen Construction with a base bid price of \$2,243,500.00.

A motion was made by **Sean Rommel** and seconded by **Fred Milton** to approve **RESO 20170614-05** authorizing Executive Director/CEO, Elizabeth Fazio Hale to enter into negotiations and execute an interlocal agreement/contract for the pump station and ground storage tanks construction services in an amount not to exceed an amount approved by the Red River Army Depot with Four Thirteen, Inc. to provide said services for Riverbend Water Resources District.

G. Discussion and possible action regarding the approval of a resolution authorizing the Executive Director/CEO, Elizabeth Fazio Hale, to accept and award bids not to exceed \$75,000 on a vacuum excavator for certain repair projects.

Liz Fazio Hale provided information on the need for a vacuum excavator for certain repair projects. Eli Hunt, Systems Manager, acquired three bids for pricing of a vacuum excavator. The vacuum excavator is necessary for cleaning the lift stations, storage tanks, etc. Generally, the district has hired this work from independent contractors, but instead of hiring it out Riverbend would like to invest in this tool. Ditch Witch provided the lowest bid on this item.

A motion was made by **Sean Rommel** and seconded by **Fred Milton** to approve **RESO 20170614-06** authorizing the Executive Director/CEO Elizabeth Fazio Hale, to accept and award bids not to exceed \$75,000 on a vacuum excavator for certain repair projects.

H. Discussion and possible action regarding approval of a joint resolution supporting the role of Riverbend Water Resource District in implementation of the Ultimate Rule Curve and as the entity to seek future water rights in Lake Wright Patman Reservoir on behalf of the City of Texarkana, Texas.

Liz Fazio Hale provided information on member entities who have approved a resolution supporting Riverbend, as follows :

Atlanta
Nash
New Boston
Redwater
Texarkana, TX
Wake Village

The Executive Director/CEO will work to get other cities' resolutions before the July meeting, so that an omnibus resolution can be passed by Riverbend at that time.

No action taken.

I. Discussion and possible action regarding Lake Wright Patman and various regional water issues, including activities in the Arkansas and Texas Legislatures.

Liz Fazio Hale provided information that the SRBA Sunset Bill (HB 2180) was signed by the Governor on May 29, 2017. It is effective September 1, 2017, and the Governor must appoint new members to serve by September 2, 2017.

No action taken.

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

Liz Fazio Hale provided information that a letter of request to purchase TAC East water infrastructure was sent to John Whitson, City Manager, Texarkana, TX.

No action taken.

K. Discussion and possible action regarding activities with TexAmericas Center.

Liz Fazio Hale provided information that this is a new agenda item to encourage more communication on TexAmericas Center projects.

No action taken.

V. Reports

- A. Board Members
- B. Executive Director/CEO

Ongoing Projects:

- i. STAR (“Stakeholder Technical Analysis Review Committee”) Extension - Ready to appoint this Committee with those who have showed interest: Possibly, Paula Tidwell, Mike Burke, and Mike Buttram
- ii. Regional Water Master Plan Project with Susan Roth and Consulting - Susan Roth was in town last week to meet with various cities/entities, including CBCWSC, Maud, Atlanta, Red Lick, and Texarkana, TX.
- iii. Water Rates Study - A Kick-Off Meeting was held on June 7 for this endeavor. A managers’ meeting and mayors’ meeting was held to talk about the objectives and information that will be required. Mayors asked whether this study could be amended to include cost for wastewater rates.
- iv. Feasibility Study Review - On hold pending further funding at the Corps level and exemption being obtained. TSP now to be completed by December 2017.
- v. Million-gallon Water Ground Storage Tanks Project - Hopeful to begin project August 1, 2017.
- vi. Pipeline Replacement and Chlorification Project - Last billing should be received for services ending June 2017.
- vii. Future CIP Projects for a Facility Charge #3 - on hold pending further instruction from the RRAD officials, due to some concerns with timing and potential BRAC.
- viii. Other Maintenance and Services Projects - looking at collaborative projects with Member Entities.
- ix. Future Riverbend Studies - Sedimentation, WAMs, etc.

The Board of Directors took a 5 minutes recess beginning at 12:45pm

The Board reconvened at 12:50pm to go into executive session. All members of the Board were present.

VI. Executive Session

The Board went into Executive (Closed) Session from 12:50pm - 1:15pm to discuss contractual issues and to receive legal advice pursuant to Texas Open Meetings Act, Government Code, Section 551.071.

The Board reconvened Open Session.

No further action was taken.

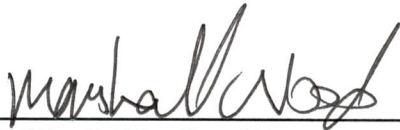
VII. Next Regular Meeting

Wednesday, July 12, 2017 at 12:00 p.m. at Riverbend Offices, 228 A Texas Avenue,
New Boston, TX 75570

VIII. Adjournment

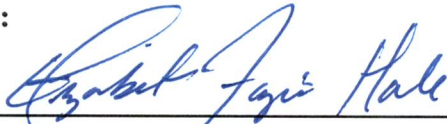
With no additional business to be discussed, a motion was made by **Marshall Wood** and seconded by **Fred Milton** to adjourn the meeting at 1:20pm The motion was approved unanimously.

The previous corrected minutes of Riverbend Water Resources District Board of Directors meeting, June 14, 2017 were read and approved on the 12th day of July, 2017.



Marshall Wood, Vice President

Attest:



Elizabeth Fazio Hale, Executive Director/ CEO

Riverbend Waters Resources District
 Board Meeting
 June 14, 2017
 11:30 a.m.

No.	Name	Organization	Title	Phone	Email
1	Mike Burke	Wake Village	City Admin.	903.838.0515	
2	Robert Bunch	NASH	MAYOR		
3	Doug Bowers	NASH	City Adm.		
4	James Carlow	Bowie Co.	County Judge		
5	Tony King	New Boston PD	Chief		
6	Johnny Branson	City of New Boston	MAYOR		
7	STEVE WICK	STOKES + ASSOCS.			
8	Hal Harris	Central Bowie Cityusc	General Manager	903-628-5601	cbwsc@aol.com
9	NEAL HOWARD	Stokes & Assoc	President	903-657-7558	ned@stokesandassociates.com
10	Bart Beock	Rep. Va. District		403-271-4145	BA.Beock@house.texas.gov
11	Larry Bucke	KSA	Engineer	903 452 4721	lbucke@ksaeng.com
12	Michael Malone	Chamber of Commerce	President		mmalone@ferociana.org
13	Mike Buttram	SRBA			
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