

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

April 4, 2018

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 March 28, 2018, the Chair, Marshall Wood, President of the Board, called the meeting to order at 12:03 p.m.

Directors Present:

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

Directors Absent:

None

Administration Present:

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

Public Present:

Please see attached sign in sheet.

II. Invocation

Jim Green led the invocation.

III. Public Comments

Marshall Wood publicly recognized guests.

IV. Agenda Items for Individual Consideration

A. Oath of Office for Any New Director

Judge James Carlow administered the Oath of Office to Sonja Hubbard as a member of the Board of Directors of the Riverbend Water Resources District.

B. Discussion and possible action regarding February 28, 2018 Regular Called Meeting minutes.

A motion was made by **Sean Rommel** and seconded by **Jim Green** to approve the minutes for the February 28, 2018 Regular Called meeting. The motion was approved unanimously.

C. Discussion and possible action regarding appointment of Sonja Hubbard as Treasurer and resolution affirming the appointment.

A motion was made by **Sean Rommel** and seconded by **Fred Milton** to approve **RESO 20180404-01** electing Sonja Hubbard as the Treasurer of the Board of Directors of the Riverbend Water Resources District. The motion was approved unanimously.

D. Discussion and possible action regarding a resolution an update of authorized signatures for all bank accounts

Liz Fazio Hale provided information that this is a primarily a housekeeping item removing Kelly Mitchell from signature authority on all bank accounts and adding Sonja Hubbard as owner and signer.

A motion was made by **Fred Milton** and seconded by **Sean Rommel** to approve **RESO 20180404-02** authorizing an update of authorized signatures for all bank accounts. The motion passed unanimously.

E. Discussion and possible action regarding an update on 2017-2018 financial statements and any applicable investment reports.

Liz Fazio Hale provided information on the current position of the budget of the Riverbend Water Resources District.

No action taken.

F. Discussion and possible action regarding approval of a resolution regarding approval of a resolution approving the FY 2016-2017 Audit performed by Wilf & Henderson, PC.

Kelly Birdwell and Elizabeth Fawcett, partners at Wilf & Henderson, provided detailed information on the FY 2016-2017 Audit. Pointing out that only two adjustments needed to be made related to bond interest accrual and salary bill-back.

A motion was made by **Sean Rommel** and seconded by **Jim Green** to approve **RESO 20180404-03** approving the FY 2016-2017 Audit performed by Wilf & Henderson, PC. The motion was approved unanimously.

G. Discussion and possible action regarding proposed changes to the Riverbend commercial water rates, deposits, retail agreements, minimum charges, etc. on the newly acquired RAC East footprint.

Liz Fazio Hale provided information on the water rates adopted in 2017 for current Riverbend customers needing to be extended to the new TAC East customers. Riverbend is following a similar schedule for the TAC East water customers this Spring in order to provide plenty of notice to the water users. The effective date for the proposed water rates is May 1, 2018. Water and sewer rates will need to be reexamined in the near future to ensure our rates meet our needs and are competitive with other entities.

No action taken.

H. Discussion and possible action regarding a feasibility study for Hooks, Texas' Waste Treatment Facility, limited in scope.

Liz Fazio Hale provided information on a feasibility study for Hooks, Texas. Riverbend was approached by representatives from Hooks, Texas about the different possibilities of addressing the aging waste treatment facility. At the last Hooks City Council meeting, Executive Director/CEO gave a presentation on a possible feasibility study. Hooks City Council voted to formally ask Riverbend to conduct the feasibility study. Riverbend will cover the costs upfront, estimated not to exceed \$20,000 and recoup those funds on the back end if a bond is later issued to address sending their waste to Riverbend or upgrades/rebuild to their current system.

A motion was made by **Sean Rommel** and seconded by **Fred Milton** to approve the publishing of an RFQ for engineering services for a feasibility study for Hooks, Texas' waste treatment facility. The motion was approved unanimously.

I. Discussion and possible action regarding Riverbend Survey and Annual Staff Reviews.

Liz Fazio Hale provided information that Riverbend employee annual reviews are ongoing. Member entities should also receive a survey via email within the next month.

The board moved into Executive Session following item L to discuss personnel issues and/or receive advice from attorney.

No action taken.

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

No action taken.

K. Discussion and possible action regarding Sulphur River Basin Authority.

Kelly Mitchell provided information on the activities of the Sulphur River Basin Authority. He stated that he is now the official liaison for the SRBA to Riverbend to ensure that the two entities begin to work together. Riverbend will be on the SRBA Agenda in June, July & August for the same purpose.

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

Scott Norton, Executive Director/CEO for TexAmericas Center, provided information on activities on the TexAmericas footprint. Scott informed the Board that two-thirds of Bowie County is now considered an “Opportunity Zone.” This helps by allowing capital gains and investing to occur tax free.

No action taken.

V. Reports

A. Board Members

B. Executive Director/CEO

Ongoing Projects:

- i. STAR (“Stakeholder Technical Analysis Review Committee”)
- ii. Riverbend and TWUA Operators Classes
- iii. Regional Water Master Plan Project with Susan Roth & Consulting
- iv. Regional Water Rates Study with NewGen
- v. Water Availability Model with Bob Brandes
- vi. Pump Station and Ground Storage Tanks Project
 - a. Well underway. Should be complete by end of May 2018.
- vii. Pipeline Replacement was complete in March 2017. The Chlorification project is in its final stages.
- viii. Future CIP Projects for a Facility Charge #3
- ix. Member Entity Services
- x. Other Maintenance and Services Projects
- xi. Future Riverbend Studies - Raw Water Line, Sedimentation, WAMs, etc.

VI. Executive Session

The Board moved into Executive Session at 12:45 p.m.

The Board returned from Executive Session at 1:05 p.m.

No further action was taken.

VII. Next Regular Meeting:

Wednesday, April 25, 2018 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 **Sean Rommel** and seconded by **Jim Green** to adjourn the meeting at 1:10pm. The motion was approved unanimously.

The minutes of Riverbend Water Resources District Board of Directors meeting, April 4, 2018 were read and approved on the 25th day of April, 2018.

Marshall Wood
Marshall Wood, President

Attest:

Elizabeth Fazio Hale
Elizabeth Fazio Hale, Executive Director/ CEO

Riverbend Water Resources District
 Board Meeting
 April 4, 2018
 12:00 p.m.

| No. | Name | Organization | Title | Phone | Email |
|-----|-----------------|------------------------|-----------------|--------------|--------------------------------|
| 1 | Troy Hotchkiss | Kimley-Horn | PARTNER | 214/957 1357 | Troy.Hotchkiss@kimley-horn.com |
| 2 | Hed' Harris | Central Basin-Citywise | General Manager | 903628 5601 | cbcw@coo1.com |
| 3 | Judge Carlson | | County Judge | 903-628-0817 | |
| 4 | Sharon Elkins | Rep. VanDeaver | | | |
| 5 | Scott Norton | TAC | ED/CEO | | |
| 6 | Tony Smith | Carollo | | | |
| 7 | Mike Bustram | | | | |
| 8 | Mike Burke | | | | |
| 9 | Kelley Mitchell | SRBA | Brand Mgr | | |
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March meeting held April 4