

**Regular Called Meeting
Riverbend Water Resources District
Board Meeting Minutes
May 22, 2019
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, the Chair, Fred Milton, President of the Board, called the meeting to order at 12:02 p.m.

Directors Present:

Fred Milton, President
Sonja Hubbard, Vice President
Van Alexander, Secretary
Marshall Wood, Past President

Directors Absent:

Tina Veal-Gooch, Treasurer

Administration Present:

Kyle Dooley, Executive Director/ CEO
Eli Hunt, Systems Manager
Tara Houck, Senior Accountant
Becky Melton, Finance Director

Public Present:

See attached list.

II. Invocation & Pledge

Fred Milton led the invocation and the pledge of allegiance.

III. Public Comments

Fred Milton recognized all guests present.

IV. Consent Agenda Items for Consideration

Items IV.A through IV.C were considered under a Consent Agenda for one single motion of approval.

A. Discussion and possible action regarding April 17, 2019 Regular Meeting minutes.

- B. Discussion and possible action regarding approval of a RWRD Resolution 20190522-01 reviewing and approving Riverbend’s Water Conservation Plan.**
- C. Discussion and possible action regarding approval of a RWRD Resolution 20190522-02 removing Elizabeth Fazio Hale and adding Kyle Dooley, Executive Director/CEO to the approved signatures for Texar Federal Credit Union in addition to Fred Milton, Marshall Wood, Sonja Hubbard, Tina Veal-Gooch, and Van Alexander.**

A single motion was made by **Van Alexander** and seconded by **Sonja Hubbard** to Approve the Consent Agenda Items as listed above. The motion passed unanimously.

V. Other Entity Reports

- A. Discussion and possible action regarding activities with Sulphur River Basin Authority (SRBA).**

Kelly Mitchell introduced the new SRBA Executive Director/CEO, Meg Shelton. The board is excited to have her on board. He also discussed possible agreements with Riverbend and/or other entities within the Sulphur River Basin to fund the SRBA. Their strategic planning session held in April was a success. The report will be published on their website once a final review of the document has been done.

No action taken.

- B. Discussion and possible action regarding activities with TexAmericas Center.**

No report given at this time. No action taken.

- C. Discussion and possible action regarding activities with REDI.**

Sonja Hubbard reported that the full board of directors is set up. A consultant has been hired to choose “super sites.” The REDI website is almost done.

No action taken.

VI. Agenda Items for Individual Consideration

- A. Discussion and possible action regarding approval of a resolution approving the 2nd Quarter FY 2018-2019 Financial Statements and any applicable investment reports.**

Tara Houck, Senior Accountant, presented the Second Quarter Financials to the board.

A motion was made by **Van Alexander** and seconded by **Marshall Wood** to approve **RESO 20190522-03** approving the Second Quarter Financials. The motion was approved unanimously.

B. Discussion and possible action regarding approval of a resolution approving amendments to the FY 2018-2019 Administrative Member Budget and the FY 2018-2019 Wet Utilities Budget.

Tara Houck will provide information on mid-year adjustments to the Administrative Member and Wet Utility Budget.

Amendments to the Admin Member Fund budget consist of:

- Increases in both income and expense budgets for work being performed for member cities
- Increases in various expense accounts
- Adjustment to special project accounts and
- Reclassification from ordinary income to other income transfers from the wet utilities fund and use of prior year equity

Amendments to the Wet Utilities Fund budget consist of:

- Increases in volumetric and facility charge income due to new meter at D & Z, increase in interest income and increase in project administrative fees
- Added transfer to Admin Fund per Admin Fund budget

A motion was made by **Van Alexander** and seconded by **Marshall Wood** to approve **RESO 20190522-04** approving the Amended FY 2018-2019 Administrative Member Budget and the Amended FY 2018-2019 Wet Utilities Budget. The motion was approved unanimously.

C. Discussion and possible action regarding approval of a resolution authorizing the Executive Director/CEO to execute an amendment to the contract with Stokes & Associates, Inc. regarding the Pump Station and Ground Storage Tanks Design Project.

Kyle Dooley, Executive Director/CEO reported that the original design of the ground storage tanks project did not include the chlorine scrubber. The additional funding being requested by Stokes & Associates would be to cover the extra engineering costs to add the scrubber into the project. These services would include final inspection once the scrubber is installed. It also would include preparation of close out documents and preparations of record drawings, both of which will be updated to include the scrubber.

A motion was made by **Van Alexander** and seconded by **Sonja Hubbard** to approve **RESO 20190522-05** authorizing the Executive Director/CEO to negotiate an amendment to the design services contract with Stokes and Associates, not to exceed \$15,000.00. The motion was approved unanimously.

D. Discussion and possible action regarding approval of a resolution authorizing the filing of an application requesting financial assistance from the Texas Water Development Board.

Kyle Dooley, Executive Director/CEO reported that this resolution pertains to the Texas Water Development Board's (TWDB) SWIFT funding application that is to be submitted by May 23rd. This resolution is required to be approved and submitted with the SWIFT application. There are also two other forms that will need to be signed after the meeting that pertain to any action taken by the Board in approving this resolution. One is the application affidavit, which will need to be signed by the Executive Director. The other is the Certificate of the Secretary, which will need to be signed by the Secretary of the Board. All these documents will then be submitted to TWDB as part of Riverbend's application.

A motion was made by **Sonja Hubbard** and seconded by **Marshall Wood** to approve **RESO 20190522-06** approving the filing of an application requesting financial assistance from the Texas Water Development Board. The motion passed unanimously.

E. Discussion and possible action regarding approval of a joint resolution with the City of Texarkana, Texas, amending Resolution No. 20180228-05, delegating signature authority to Riverbend's Executive Director/CEO, Kyle Dooley, P.E., to sign and submit federal and state permit applications, permit amendments, and amendments to Texarkana's Certificate of Adjudication No. 03-4836 for the limited purpose of developing and locating additional, new diversion locations and intake structures at Lake Wright Patman.

Kyle Dooley, Executive Director/CEO reported that this proposed resolution amends Texarkana Resolution No. 2018-013 and Riverbend Resolution No. 20180228-05 joint resolution by delegating signature authority to Riverbend's new Executive Director/CEO, Kyle Dooley, P.E., who assumed the position on April 29, 2019.

A motion was made by **Sonja Hubbard** and seconded by **Van Alexander** to approve **RESO 20190522-07** approving the update to contact information on accounts relative to the Executive Director/CEO. The motion passed unanimously.

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

Fred Milton updated the board on the status of HB 1574. It was held up briefly but as of 11:00 a.m. today, it is on the Senate floor and should have a vote by Friday. No action taken.

VI. Reports

A. Board Members

Marshall Wood thanked Representative Gary Van Deaver and his office for

continuing to communicate with Riverbend on the status of the bills as well as all other information pertinent to Riverbend moving forward with future plans.

B. Executive Director/CEO

Kyle Dooley reported the following:

1. Susan Roth has the TWDB SWIFT Funding Application ready and will hand deliver it to the TWDB offices tomorrow. Pre-app meeting with TWDB went well and we have a strong application ready. TWDB plans to reviews immediately in hopes of being able to close on any possible bonds by the end of the year. The most important item to be addressed is the water supply contracts. Riverbend is currently working on those and will continue to discuss them with our members. The time-line we have been given by TWDB to get these completed was by the end of August.
2. Pump Station and Ground Storage Tanks – The chlorine scrubber that was discussed at the last meeting has been ordered and has a ship date of June 6th. Once this is received and installed, this project will be complete.
3. Water Availability Modeling Update – Talked with Bob Brandes this week for an update. The work on the modeling is complete. The next step is getting the data gathered up and into a report form and submitted to TCEQ. The expected completion & submission date for the report is by the end of July and one-month review time by TCEQ. Hopefully, we can have it wrapped up and the update approved by the end of August.

VII. Executive Session

The board did not move into Executive Session.

VI. Next Riverbend Meetings

Regular Called Meeting & Strategic Planning Session, Monday, June 24, 2019 at 12:00 p.m. at Riverbend Offices, 228A Texas Avenue, New Boston, Texas.

VII. Adjournment

With no additional business to be discussed a motion was made by **Marshall Wood** and seconded by **Sonja Hubbard** to adjourn the meeting at 12:37 p.m.

The minutes of Riverbend Water Resources District Board of Directors meeting, May 22, 2019 were read and approved on the 24th day of June, 2019.



Fred Milton, President

Attest:



Kyle Dooley, Executive Director/ CEO