

**Regular Called Meeting
Riverbend Water Resources District
Board Meeting Minutes
May 27, 2020
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, Sonja Hubbard, President of the Board, called the meeting to order at 12:05 p.m.

Directors Present:

Sonja Hubbard, President
Tina Veal-Gooch, Vice President
Van Alexander, Treasurer
Marshall Wood, Secretary
Fred Milton, Past President

Directors Absent:

None

Administration Present:

Kyle Dooley, Executive Director/CEO
Eli Hunt, Operations Manager
Becky Melton, Executive Assistant/HR Manager

Public Present:

Please see the attached list for additional guests.

II. Invocation & Pledge

Sonja Hubbard led the invocation & the pledge of allegiance.

III. Public Comments

None.

IV. Consent Agenda Items

Item IV.A. was considered under a Consent Agenda for one single motion of approval.

A. Discussion and possible action regarding April 22, 2020 Regular Called Meeting Minutes.

B. Discussion and possible action regarding approval of RESO 20200527-01 reviewing and approving the Capitalization Policy.

A single motion was made by **Tina Veal Gooch** and seconded by **Van Alexander** to approve the Consent Agenda Items as listed above. The motion passed unanimously.

V. Regional Entity Reports

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

No report.

B. Discussion and possible action regarding activities with TexAmericas Center (TAC).

No report.

C. Discussion and possible action regarding activities with Ar-Tex REDI.

No report.

VI. Agenda Items for Individual Consideration

A. Discussion regarding Riverbend's Water Conservation Plan and Drought Contingency Plan.

Kyle Dooley provided that Riverbend annually reviews its Water Conservation and Drought Contingency Plans. As a regional water provider that has funding through the Texas Water Development Board (TWDB) Riverbend is required to review and update these plans at least every five years. Last year, the Water Conservation Plan was updated to reflect changes in rates. This year we will not have any changes to either of these plans.

No action taken

B. Discussion and possible action regarding approval of a resolution authorizing the addition of 2 credit card accounts with Texar Federal Credit Union for the Wet Utilities Fund.

Kyle Dooley provided information on the need to add two credit cards to the Wet Utility Fund. Previously, employees that needed to make a purchase would have to come in to the office and check out a credit card. With limiting the administrative staff's presence in the office, we decided to sign out the credit cards to supervisors to limit their need to come to the office. This arrangement has proven to be very convenient for operations. In order to maintain this convenience, the District would like to add two additional cards. One for one more supervisor to carry and one for the administrative staff to use in the office to maintain operations.

A motion was made by **Marshall Wood** and seconded by **Van Alexander** to approve **RESO 20200527-02** authorizing the addition of 2 credit card accounts with Texar Federal Credit Union for the Wet Utilities Fund.. The motion passed unanimously.

C. Discussion and possible action regarding approval of a resolution acknowledging the completion and accepting the findings of the Retail Rate Study as conducted by NewGen Strategies, Inc.

Kyle Dooley provided a reminder that Chris Ekrut of NewGen Strategies presented the findings of the rate study at our April 22nd meeting held virtually via GoToMeeting. The final report of those findings is what the board is considering approval on. Referencing page 42 of the agenda packet, Mr. Dooley addressed the benchmarks for the commercial and residential rates that Riverbend charges. He provided that because Riverbend is transitioning from a wholesale buyer to a wholesale producer. The water and wastewater rates just cover the expenses Riverbend incurs to operate.

A motion was made by **Tina Veal-Gooch** and seconded by **Marshall Wood** to approve **RESO 20200527-03** acknowledging the completion and accepting the findings of the Retail Rate Study as conducted by NewGen Strategies, Inc. The motion passed unanimously.

D. Discussion and possible action regarding approval of a resolution approving an update to Riverbend's Restricted Funds Policy.

Kyle Dooley provided that this item stems from a recommendation made by NewGen Strategies to create a rate stabilization fund. This fund would help to insulate Riverbend's water and wastewater fund based on the fluctuation of revenue year to year caused by the percentage of the usage of water by the Army year to year. The funds will be internally restricted. The amount restricted will be the portion of water and wastewater net income from commercial and residential customers. This fund will help Riverbend cover expenses without raising rates during a year when water and wastewater sales are lower than other years. If over a period of a few years, it is revealed that our rates are not covering expenses or we consistently have excess funds, Riverbend will consider a rate adjustment.

A motion was made by **Marshall Wood** and seconded by **Tina Veal-Gooch** to approve **RESO 20200527-04** approving an update to Riverbend's Restricted Funds Policy. The motion passed unanimously.

E. Discussion and possible action regarding approval of a resolution authorizing the Executive Director/CEO to report staff compliance with required cybersecurity training.

Kyle Dooley provided informaton on a HB 3834 that passed in the Texas House of Representatives in June of 2019. This bill requires state and local governments to complete cybersecurity training by June 15, 2020. The Texas Department of Information Resource (TxDIR) certified training programs for state and local governments to attend. Once the training is completed, the governing body of local governments must authorize a person to verify that the training has been completed

by all employees. Riverbend obtained a certified training program from San Antonio River Authority. It was modified to fit the needs of Riverbend and distributed via video for employees to watch. All employees have viewed the recording and have signed a document verifying their completion of the required cybersecurity training.

A motion was made by **Van Alexander** and seconded by **Fred Milton** to approve **RESO 20200527-05** authorizing the Executive Director/CEO to report staff compliance with required cyber-security training. 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.

Kyle Dooley provided information on the Ultimate Rule Curve and the Contributed Funds Agreement. The US Army Corps of Engineers (USACE) sent an email earlier this month stating that they have received a draft of the contributed funds agreement for the environmental study that needs to be completed at Wright Patman Lake to determine what mitigation is required. The USACE is making a determination on what activities are needing completion before they execute the in-state contract implementing the ultimate rule curve. The USACE is looking to have a full team kick-off meeting in late June. Mr. Dooley had a conference call with Ray Russo and the City of Texarkana to discuss the comments on the draft agreement by each party. The environmental study and the implementation of the ultimate rule curve will cost about \$20 million. Those funds are included in the funds we have applied for through the Texas Water Development Board.

No action taken.

VII. Riverbend Reports

A. Board Members

No reports.

B. Executive Director/CEO

Kyle Dooley provided the following updates:

Since the shelter-in place order has expired, Riverbend office staff is back in the office full time. Our operations team is still working as normal.

Regarding the Texas Water Development Board (TWDB), the water supply contracts, and SRF Application: Monday May 11, Riverbend held a face-to-face mayor's meeting at the community center in New Boston to discuss the draft water supply contracts. The draft of these water supply contracts needed to be turned in to the TWDB by May 15th in order for our application for SRF Funds to be considered at their July meeting. The mayors' meeting went very well and resulted in a final agreement on the wording in all of the contracts. The members now have everything they need to move forward with getting the contracts approved by their boards or councils. The City of Texarkana has an item on their June 8th agenda to consider moving forward on the water supply

contract. We look for the other members to have their contracts signed by the end of July. Due to limiting attendance to council meetings because of social distancing recommendations, Mr. Dooley will let the board know if and when they may be needed to attend the members' meetings where they plan to approve and sign the water supply contract.

Mr. Dooley recommends we cancel the annual open house typically scheduled in June.

No action taken.

VIII. Executive Session

The board stood at ease at 12:41 p.m.

The board reconvened in Executive Session at 12:45 p.m with quorum pursuant to section 551.071 of the Texas Open Meetings Act.

The board came out of Executive Session at 1:42 p.m.

The board reconvened with quorum at 1:44 p.m.

IX. Next Riverbend Meetings

Please note the deviation from the posted Riverbend Calendar:

Riverbend Regular Meeting, Wednesday, June 24, 2020 at 12:00 p.m. at Riverbend Offices, 228 A Texas Avenue, New Boston, Texas 75570.

X. Adjournment

With no additional business to be discussed, a motion was made by **Tina Veal-Gooch** and seconded by **Marshall Wood** to adjourn the meeting at 1:45 p.m. The motion passed unanimously.

The minutes of Riverbend Water Resources District Board of Directors meeting, May 27, 2020 were read and approved on the 24th day of JUNE, 2020.



Sonja Hubbard, President

Attest:



Kyle Dooley, Executive Director/ CEO

Riverbend Water Resources District

Board Meeting

May 27, 2020

12:00 p.m.

No.	Name	Organization	Title	Phone	Email
1					
2	Matt Stevens	Paper Decision	Vice President	2147732380	MattStevens.paperDecision@csu
3	Heather Wilson	Tribune		9034907474	
4	Cathy Massey	Tribune		318-450-8434	
5	Frank Estes	Avery			
6	Sheryl Collem	WV	Mayor	903-276-8837	
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