

**Regular Called Meeting  
Riverbend Water Resources District  
Board Meeting Minutes  
September 23, 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  
Tara Houck, CFO  
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 August 26, 2020 Regular Called Meeting Minutes and RESO 20200923-01 Member City True-Up.**

A single motion was made by **Fred Milton** and seconded by **Tina Veal-Gooch** to approve the Consent Agenda Item as listed above. The motion passed unanimously.

**V. Regional Entity Reports**

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

Kyle Dooley reported that they will meet at the end of September to discuss the interview process as they are still searching for candidates for an Executive Director.

No action taken.

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

No report. No action taken.

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

Sonja Hubbard provided that the land purchased at exit 206 on Interstate 30 is being cleared for further development and it eventually will be put up for sale.

No action taken.

**VI. Agenda Items for Individual Consideration**

**A. Discussion and possible action regarding approval of a resolution appointing the officers of the Board of Directors for FY 2020-2021.**

Tina Veal Gooch reminded the board that she is slated to become the president for fiscal year 2020-2021. She believes that being employed with Texarkana Independent School District during this year of remote learning and other issues related to the pandemic will hinder her ability to fulfill the duties of president of the board. Because of that, she proposed that the board officer positions remain as they are at present. Legal counsel, David Glass reviewed section 9601.054 (C) of the Special District Local Laws Code and the Riverbend bylaws. He determined that by approving the officer appointments to remain the same for the 2020-2021 fiscal year, there would not be a violation of those laws as they do not explicitly say that the president and vice president can not serve one-year terms consecutively. He also stated that there is room for further interpretation. Fred Milton stated that he believes the bylaws do state that the officer appointments should rotate annually.

A motion was made by **Marshall Wood** and seconded by **Van Alexander** to approve **RESO 20200923-02** affirming the 2020-2021 Elected Officers of the Board of Directors of Riverbend Water Resources District. Three members voted for and one member voted against approval of the resolution. Sonja Hubbard abstained from the vote. The motion passed.

**B. Discussion and possible action regarding the Riverbend Calendar and Board Meeting Schedule for FY 2020-2021.**

No discussion.

A motion was made by **Van Alexander** and seconded by **Tina Veal Gooch** to approve the board calendar as presented. The motion passed unanimously.

**C. Discussion and possible action regarding approval of a resolution adopting the Revised 2019-2020 Administrative Member Fund Budget and the Revised 2019-2020 Wet Utilities Fund Budget of Riverbend Water Resources District.**

Tara Houck presented the Revised 2019-2020 Budgets. There were a few minor changes to what was presented to the board in August.

A motion was made by **Fred Milton** and seconded by **Marshall Wood** to approve **RESO 20200923-03** adopting the Revised 2019-2020 Administrative Member Fund Budget and the Revised 2019-2020 Wet Utilities Fund Budget of Riverbend Water Resources District. The motion passed unanimously.

**D. Discussion and possible action regarding approval of a resolution adopting the FY 2020-2021 Administrative Member Fund Budget and the FY 2020-2021 Wet Utilities Fund Budget and Labor Table of Riverbend Water Resources District.**

Tara Houck provided that there were no changes in the 2020-2021 Administrative Member Fund Budget as presented in August. She did line out a few minor changes in the 2020-2021 Wet Utilities Fund Budget as presented in August. With regards to the changes in the Industrial Wastewater class, Kyle Dooley stated he would outline the reason for those changes in his Executive Director's report

A motion was made by **Marshall Wood** and seconded by **Tina Veal Gooch** to approve **RESO 20200923-04** adopting the FY 2020-2021 Administrative Member Fund Budget and the FY 2020-2021 Wet Utilities Fund Budget and Labor Table of Riverbend Water Resources District. The motion passed unanimously.

**E. Discussion and possible action regarding approval of a resolution authorizing the Executive Director/CEO to enter into a services contract with the City of Maud regarding wastewater services.**

Kyle Dooley provided information on the need to negotiate a contract with the City of Maud (City) for wastewater services. Last month, Mr. Dooley informed the Board that they City had an emergency need for assistance with their wastewater department. Typically, those needs are brought before the board for approval of a contract prior to providing services. In this case, the assistance to the City could not be delayed. The contract has been reviewed by counsel and is attached to the resolution for approval.

A motion was made by **Van Alexander** and seconded by **Fred Milton** to approve **RESO 20200923-05** authorizing the Executive Director/CEO to enter into a services contract with the City of Maud to provide the city with wastewater services. The motion passed unanimously.

**F. Discussion and possible action regarding approval of a resolution authorizing the Executive Director/CEO to purchase a workorder system.**

Kyle Dooley provided that Texas Commission on Environmental Quality (TCEQ) conducted a Financial, Managerial, and Technical Review (FMT) during the application process for State Revolving Funds with the Texas Water Development Board. This review assesses Riverbend's processes and procedures to ensure the District is prepared to manage a new water facility. With regards to the operation of maintenance, staff is keeping up with everything they need but it is in written form. All manuals and work orders are on paper and not kept in digital form. Riverbend would like to purchase a system that will use our GIS database that will be tied to all District infrastructure to enter workorders, scheduled maintenance, etc. and it will be tagged on a line or specific points on the GIS map. This will aid in maintaining historic data on the system as a whole. These historic data will aid in the decisions to conduct capital improvement projects. Three different companies, CityWorks, SEMS, and UpKeep, were contacted for quotes and explanations of how their system would work best for Riverbend. They all provide similar services and were reviewed thoroughly. The system that best meets the current and future needs of Riverbend, as outlined in the comparison summary attached to the resolution for approval. This summary outlines not only initial costs but also annual costs going forward.

A motion was made by **Marshall Wood** and seconded by **Van Alexander** to approve **RESO 20200923-06** authorizing the Executive Director/CEO to purchase a workorder system from CityWorks. The motion passed unanimously.

## **VII. Riverbend Reports**

### **A. Board Members**

Fred Milton provided that Region D will meet virtually September 30, 2020 to formally approve the Initially Prepared Plan as part of the 2021 State Water Plan. Mr. Milton and Mr. Dooley both have the conference call phone number to attend the Region D meeting if anyone is interested. In addition, Mr. Milton was appointed to the Region D Board for another three years.

Mr. Milton also provided information about recognition ceremony for former Mayor Johnny Branson. There will be a reception held at First Baptist Church in New Boston on Saturday, October 10<sup>th</sup> from 4 to 6 p.m. Mr. Branson resigned earlier this year. The Mayor Pro-Tem is David Turner. He also reported that due to the pandemic the mayoral election slated for May 2020 was postponed to November 2020. The candidates for mayor of New Boston are Joe Dike, Don Evans, and Ron Humphrey. Mr. Branson will be presented with several letters of recognition from local organizations to express their appreciation for his dedication and leadership in the region.

Sonja Hubbard provided that she and Mr. Dooley met with Representative Gary Van Deaver last week. They discussed the current bylaws and what it would take to expand membership into Riverbend. All in all it was a good meeting and the lines of communication remain open.

Marshall Wood brought up the issue of record retention for the District. Kyle Dooley provided that the Board has not yet adopted a formal policy for record retention. He did state that TCEQ has a Water District Financial Management Guide that includes a record retention schedule. He recommends that we adopt the record retention policy as reviewed and approved by TCEQ and he will present that policy for approval next month.

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

Kyle Dooley provided the following updates:

Regarding the water treatment plant project and SRF application: Riverbend issued Requests for Qualifications (RFQ) for Bond Counsel, Financial Advisor and Legal Representation on Monday September 21, 2020. They will be open until October 6, 2020. This is part of the process of being awarded funds from TWDB. Even though the District has existing contracts with firms that provide those services, RFQs must be issued again. The District is currently working with TWDB to schedule a date to close on the first set of bonds. Looks like it could be set for November 23, 2020. Once Riverbend closes on the bonds, another RFQ will be issued for Project Manager. Could be two separate engineering groups. One focused on the water treatment facility and one focused on the intake, transmission line and other related environmental issues. There will be bond resolutions on the October board agenda. Those must be approved before the Districts signs bond documents.

Regarding the new Industrial Wastewater Plant: Riverbend Staff has been working with Red River Army Depot staff over the last month on how the project would be funded, what debt service would look like, and what the timeline would be. The best option seems to be applying for funding through the Texas Water Development Board (TWDB) Clean Water State Revolving Fund (SRF). We are planning to bring an item to you in October for consideration to move forward with an application to secure approximately \$13.5 million for this proposed project. Riverbend inherited bond debt when the Wet Utility was purchased from TexAmerica's Center. Those bonds are being paid through Facility Charge 1 and Facility Charge 2. They were refinanced and given new maturity dates. One of the debt service maturity dates extends beyond the original debt payment agreement with the Army. The Army's obligation on Facility Charge 1 ends in 2022. We are working with the Army currently to get our contract with them updated to accommodate these changes, more specifically adding a third facility charge to pay for the new debt service that would come with this project. We also are working with the Army and TexAmericas on grant opportunities that could help pay back a large portion of the debt, if we were successful with our grant application. We will be working on these items most of the upcoming fiscal year to try to secure the needed funding to construct the project.

No action taken.

**VIII. Executive Session**

The board stood at ease at 1:16 p.m.

The board reconvened in Executive Session at 1:20 p.m with quorum pursuant to section 551.071 of the Texas Open Meetings Act.

The board came out of Executive Session at 2:11 p.m.

The board reconvened with quorum at 2:12 p.m.

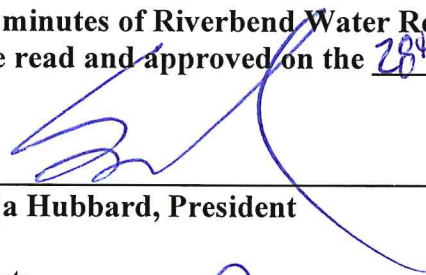
**IX. Next Riverbend Meetings**

Riverbend Regular Meeting, Wednesday, October 28, 2020 at 12:00 p.m. at Riverbend Offices, 228 A Texas Avenue, New Boston, Texas 75570.

**X. Adjournment**

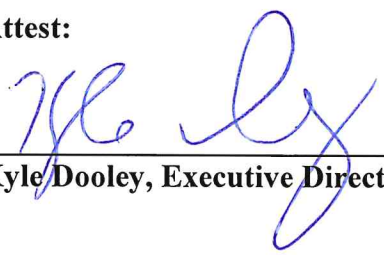
With no additional business to be discussed, a motion was made by **Fred Milton** and seconded by **Marshall Wood** to adjourn the meeting at 2:15 p.m. The motion passed unanimously.

The minutes of Riverbend Water Resources District Board of Directors meeting, August 26, 2020 were read and approved on the 28<sup>th</sup> day of October, 2020.



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**Sonja Hubbard, President**

Attest:



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**Kyle Dooley, Executive Director/ CEO**