

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

**January 27, 2021**

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 12:01 p.m.

**Directors Present:**

Sonja Hubbard, President  
Van Alexander, Treasurer  
Fred Milton, Past President

**Directors Absent:**

Tina Veal-Gooch, Vice President  
Marshall Wood, Secretary

**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 and the pledge of allegiance.

**III. Public Comments**

None.

**IV. Consent Agenda Items**

**A. Discussion and possible action regarding November 18, 2020 Regular Meeting minutes.**

A single motion was made by **Van Alexander** and seconded by **Fred Milton** 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).

Kyle Dooley reported that he has a meeting scheduled for tomorrow with the interim Executive Director of SRBA. He expects it will go well and will report back to the Board next month.

No action taken.

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

Scott Norton, Executive Director, provided via email that despite 10 rain days they are still on schedule with the building to be delivered in July 2021 and we hope to start pouring the slab this Friday. Also, the RCRA permit was finally removed from their property and that opened up approximately 6,850 acres of property for development. That process has been ongoing since 2012.

No action taken.

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

Sonja Hubbard provided that both pieces of property on the Texas side and the Arkansas side are being developed and marketed. All three of the higher learning entities are looking at these properties to develop work-related training.

No action taken.

## VI. Agenda Items for Individual Consideration

### A. Discussion and possible action regarding approval of a resolution approving a contract with KSA Engineering.

Kyle Dooley provided information on the need to execute a contract for design and construction management on two drying beds located at the wastewater treatment facility. KSA Engineering completed the rehabilitation on 2 other drying beds at this same facility. Riverbend would like to continue this relationship with KSA to complete the drying bed rehabilitation. Funds are available in the budget to complete this project.

A motion was made by **Fred Milton** and seconded by **Van Alexander** to approve **RESO 20210127-01** authorizing the Executive Director/CEO to enter into an agreement with KSA Engineering to complete the design and construction to rehabilitate two drying beds located at the wastewater treatment facility. The motion passed unanimously.

**B. Discussion and possible action regarding approval of a resolution approving the fourth quarter financials of FY 2019-2020.**

Kyle Dooley provided that there was only one change in the fourth quarter financials as presented on November 18, 2020 for FY 2019-2020. There was a change in Prepaid Expenses when we received a credit through the true-up process with TWU.

A motion was made by **Van Alexander** and seconded by **Fred Milton** to approve **RESO 20210127-02** approving the FY 2019-2020 fourth quarter financials. The motion passed unanimously.

**C. Discussion and possible action regarding approval of a resolution approving the fourth quarter investment report for FY 2019-2020.**

Kyle Dooley presented the Investment Report for the fourth quarter of FY 2019-2020. The rates are low but the balances are healthy.

A motion was made by **Fred Milton** and seconded by **Van Alexander** to approve **RESO 20210127-03** approving the FY 2019-2020 fourth quarter Investment Report. The motion passed unanimously.

**D. Discussion and possible action regarding approval of a resolution approving the FY 2019-2020 Annual Audit performed by Wilf and Henderson, P.C.**

Elizabeth Fawcett with Wilf & Henderson, P.C., first, praised the staff for the achievement of receiving the Certificate of Achievements for Excellence in Financial Reporting for FY 2019 given by the Government Finance Officers Association. Riverbend has applied again for this award for FY 2020. Ms. Fawcett also provided the details of the completed audit for FY 2019-2020. She stated that Riverbend is financially strong and continues to strengthen each year. Additionally, the District has appropriate controls in place. The audit is clean. Ms. Fawcett also touched on the water credits being earned by each paying member entity. Those credits will continue to accrue until Riverbend is able to produce water. At that time, the entities will be able to use those credits in small increments to pay their debt service to the District.

Kyle Dooley provided that all copies of the audit are prepared and ready to send to all member entities, and all government entities as required by our statute.

A motion was made by **Fred Milton** and seconded by **Van Alexander** to approve **RESO 20210127-04** approving the FY 2019-2020 Annual Audit as presented by Wilf & Henderson, P.C. The motion passed unanimously.

**E. Discussion and possible action regarding approval of a resolution approving the first quarter financials of FY 2020-2021.**

Kyle Dooley presented the first quarter financials for FY 2020-2021.

A motion was made by **Van Alexander** and seconded by **Fred Milton** to approve **RESO 20210127-05** approving the FY 2020-2021 first quarter financials. The motion passed unanimously.

**F. Discussion and possible action regarding approval of a resolution approving the first quarter investment report for FY 2020-2021.**

Kyle Dooley presented the Investment Report for the first quarter of FY 2020-2021. As with the fourth quarter numbers, balances are healthy and rates are low.

A motion was made by **Fred Milton** and seconded by **Van Alexander** to approve **RESO 20210127-06** approving the FY 2020-2021 first quarter Investment Report. The motion passed unanimously.

**G. Discussion and possible action regarding approval of a resolution approving a contract with Environmental Systems Research Institute, Inc. (ESRI).**

Kyle Dooley provided information on the need for this contract. As previously presented to the Board, CityWorks software will be implemented soon and will be the maintenance workorder system as well as the asset management program. An update to the software is needed in order to ensure the cohesion between the Geographical Information System (GIS) mapping program and the CityWorks program. This software update is capable of allowing real-time changes to the mapping layers, distribution system or even the treatment facility as maintenance workorders are completed. The contract will be for three years and the cost for the implementation of the software will be \$10,000 per year. The funds are available in the current budget.

A motion was made by **Fred Milton** and seconded by **Van Alexander** to approve **RESO 20210127-07** authorizing the Executive Director/CEO to enter into an agreement with Environmental Systems Research Institute, Inc. to upgrade software technology in order to ensure cohesion with software processes of CityWorks for workorder and asset management. The motion passed unanimously.

**VII. Riverbend Reports**

**A. Board Members**

Fred Milton provided that Riverbend has been selected as the administrator for Region D. Kyle has been aiding in the transition from the previous administrator. There will be a virtual or telephonic meeting towards the end of March.

**B. Executive Director/CEO**

Kyle Dooley provided the following updates:

**New Industrial Wastewater Plant:** A contract was signed with Garver, LLC for their staff to complete an application for State Revolving Funds for a new Industrial Wastewater facility. They were chosen from the Master Engineering List. A meeting was held with Riverbend, Garver, TexAmericas Center, and Red River Army Depot to discuss final details regarding location and cost estimates.

**Regional Water System Project:** The bonds were closed on in at the end of November. Those funds are in escrow waiting on draws as we move forward with the project. The RFQ process

to select a program manager is underway. There have been interviews with three firms. The selection should be made by the end of January. Contract negotiations will begin soon after.

US Army Corps of Engineers (USACE)-Cultural Resources Study and Ultimate Rule Curve: Included in the first \$18 Million for the Regional Water System are the funds to pay the USACE for the Cultural Resources Study. Invoicing for that should be in March. Texas Water Development Board (TWDB) requires that the program manager be under contract before draws on the awarded funds will be authorized. He will confirm with TWDB if the design and engineering firms need to be on board as well.. The City of Texarkana, Texas and USACE have been made aware of this possibility. If we are not able to make a draw in March as expected, we will readjust and draw funds in April.

Regarding the Water Rights Application: Dawn Pilcher has answered a couple of questions asked by Texas Commission for Environmental Quality (TCEQ). They have continued to review the application. The next step is the issuance of the draft permit for public comment.

Regional Water Planning Group (Region D): Riverbend has been designated as the political subdivision to be the administrator for the planning group for the 6<sup>th</sup> water planning cycle. We have received all of the necessary documents to facilitate that. The next meeting will be in late March.

A Mayors meeting will be held on February 10<sup>th</sup> in New Boston. Details will be emailed as that date gets closer.

No action taken.

### **VIII. Executive Session**

The board stood at ease beginning at 12:45 p.m.

The board reconvened in Executive Session at 12:50 p.m with quorum pursuant to sections 551.074 of the Texas Open Meetings Act.

The board came out of Executive Session at 1:12 p.m.

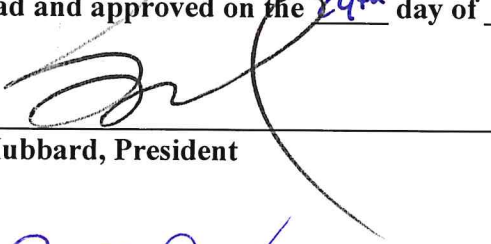
### **IX. Next Riverbend Meetings**

Riverbend Regular Meeting, Wednesday, February 24, 2021 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 **Van Alexander** and seconded by **Fred Milton** to adjourn the meeting at 1:15 p.m. The motion passed unanimously.

The minutes of Riverbend Water Resources District Board of Directors meeting, January 27, 2021 were read and approved on the 24<sup>th</sup> day of February, 2021.



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Sonja Hubbard, President

Attest:



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Kyle Dooley, Executive Director/ CEO

Riverbend Water Resources District  
 Board Meeting  
 January 27, 2021  
 12:00 p.m.

No.	Name	Organization	Title	Phone	Email
1	Gregg Bischof	texarkana gazette	Writer	903-827-0743	gbischof@texarkana gazette.com
2	PHIL COOK	CP&Y ENGINEERS	CONSULTANT	210-827-6482	PHIL@CP&Y.COM
3	Dave Stanley	CP&Y ENGINEERS	CONSULT	903-553-0500	dstanley@cpyi.com
4	Shawn Elkins	Rep. VanDaver			
5	VT MADHAVAN	PAPER DAWSON	VP, PROGRAM MGMT	469500 9580	vmadhavan@paper-dawson.com
6	Albert Flores	LANI		2214-469-5551	aflores@lani.com
7	Justin Reeves	LANI			
8	Lance Clement	Genesys		214-250-3497	
9	Hal Fourn	CBUSC	GM	903 490 9710	
10	Karen Wood	MTTA		903-838-8533	kwood@mtta.com
11	Bill Pembroke	HALF		972-342-4615	bpembroke@half.com
12	Sheryl Collum	UVV	Mayor	903-276-5837	
13	David Williams	MTG			
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