

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

**August 25, 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 12:05 p.m.

**Directors Present:**

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

**Directors Absent:**

Tina Veal-Gooch, Vice President

**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**

Sonja Hubbard introduced Kathleen Jackson with Texas Water Development Board. Ms. Jackson commented how impactful and important the Regional Water System Facility project is. Discussions are being had all over the state regarding Riverbend's new plant. She is proud of Riverbend in getting communities to work together as collaboration is key to ensuring future generations are provided for when it comes to water. Communication with the people in the region regarding this project will allow residents to feel involved and be comfortable with the progress.

#### **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 July 28, 2021 Regular Called Meeting Minutes and August 18, 2021 Special Called Meeting and Workshop Minutes.**

A single motion was made by **Van Alexander** and seconded by **Marshall Wood** 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 provided that SRBA will use the Sulphur Springs City Hall as a meeting location for the time being. If it meets their needs they will continue meeting there. No other information to report.

No action taken.

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

Scott Norton, Executive Director/CEO of TAC provided that at their meeting yesterday, the board approved three lease extensions, one modification to an existing lease, and one new lease with Texas Parks and Wildlife Department. The budget presentation made at the board meeting yesterday included plans for the grant received for rail improvements on the TAC-East campus. Their spec building is near completion. Prospect activity is still increasing.

No action taken.

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

Sonja Hubbard provided that REDI is working with TAC on the prospects that are reaching out for available space for purchase or lease.

No action taken.

#### **VI. Agenda Items for Individual Consideration**

##### **A. Discussion and possible action regarding approval of a resolution allowing an exemption to Personnel Policy Manual Section 5-3-Annual Leave for fiscal year 2021.**

Mr. Dooley provided information on the District's annual leave policy. Currently there is a cap on the number of annual leave hours each employee is permitted to carry over to a new fiscal year. During the current fiscal year, there has been a shortage in staff due to the ongoing pandemic as well as other issues. Mr. Dooley recommends making an exemption to that cap for

the current fiscal year with the expectation that this exemption will be eliminated for fiscal year 2022.

A motion was made by **Fred Milton** and seconded by **Van Alexander** to approve **RESO 20210825-01** allowing an exemption to Personnel Policy Manual Section 5-3-Annual Leave for fiscal year 2021. The motion passed unanimously.

**B. Discussion and possible action regarding approval of a resolution approving a Texarkana Water Utilities (TWU) water production rate increase until such time as the TWU True-Up document can be completed, reviewed and approved.**

Kyle Dooley followed up on the True-Up meeting held on August 18, 2021 in conjunction with TWU regarding the water production rate. Due to the cyberattack in late 2020, TWU lost all of their data including financial data. The water production rate is fully dependant on audited financials. Tricia Briggs, Finance Director for TWU, expects they will be finalized in the next month or so. The discussion at that meeting led to a consensus among the member entities present that there be a temporary increase of \$0.03/1000 gallons to raise the current rate of \$0.9302 to an interm rate to \$0.9602/1000 gallons. The members also stated that as soon as the audited financials are ready, they would like the True-Up document be completed and Riverbend hold another meeting to discuss the new proposed water production rate. At that time, they will discuss whether the interm rate is where the rate should stay or if change is in order.

Mr. Dooley then provided that there is a resolution on the table to consider but typically, the board postpones approval to provide the member entities time to present the proposed water production rate to their governing boards.

No action taken.

**C. Discussion and possible action regarding approval of a resolution authorizing the Executive Director/CEO to execute a contract with Carollo Engineers for technical consulting services for the 6th cycle of regional water planning on behalf of North East Texas Regional Water Planning Group.**

Kyle Dooley provided that, as the administrator for North East Texas Regional Water Planning Group (Region D), Riverbend is tasked with entering into contracts for services on behalf of Region D. At the March 2021 Region D meeting, the board selected Carollo Engineers as the technical consultant. Contract negotiations have been ongoing since that time. It will allow Carollo Engineers to perform technical consulting services for the 6<sup>th</sup> cycle of regional water planning for Region D. The current contract amount is for approximately \$200,000 but as planning progresses and the contract gets extensions, that amount may increase via funding from the Texas Water Development Board.

A motion was made by **Marshall Wood** and seconded by **Van Alexander** to approve **RESO 20210825-03** authorizing the Executive Director/CEO to execute a contract with Carollo Engineers for technical consulting services for the 6th cycle of regional water planning on behalf of North East Texas Regional Water Planning Group. The motion passed unanimously.

**D. Discussion and possible action regarding the Riverbend Budgets (Workshop-no anticipated action):**

- i. Revised 2020-2021 Budgets for Administrative Member Fund, Wet Utilities Fund, and the Regional Water System Facilities Fund; and**
- ii. Proposed 2021-2022 Budgets for Administrative Member Fund, Wet Utilities Fund and Labor Table, and the Regional Water System Facilities Fund.**

Tara Houck made a presentation of the revisions to the FY 2020-2021 budgets for all funds followed by a presentation of the Proposed FY 2021-2022 budgets for all funds.

No action taken.

**VII. Riverbend Reports**

**A. Board Members**

None.

**B. Executive Director/CEO**

Kyle Dooley provided the following updates:

Regional Water System Project: Kim Keefer with Pape-Dawson provided a project update. She stated that meetings with the US Army Corps of Engineers are going well. Texas Commission for Environmental Quality (TCEQ) ultimately will approve the design of the project. So far they are pleased with the progress. The program management plan, the charter, the RACI matrix have all been completed. These are legacy documents that the District will use for this project and be able to change and use on other projects going forward. The technical memorandum on the future water demands and system capacity has also been given to Mr. Dooley. The draft program schedule and the risk register and strategies have also been completed. Over 100 potential risks to the program have been identified. Pape-Dawson has quantified the impact of those risks and though not all of them are major but those that can be, will be mitigated going forward. The surevey of the 40-acre plot selected for the water treatment plant has been completed. Lake water samples have been collected so that will be consistent with the treatment process that is eventually chosen. The design criteria manuals are still in progress as are the standard operating procedures. Visits to water treatment plant sites that are similar to what is proposed for the Riverbend plant are planned for the near future.

Ultimate Rule Curve and Environmental & Cultural Resources Study: The Corps is still searching for a contractor to complete the study. The project planning and development of a scope of work is still underway.

TCEQ & Water Rights Application: The notice of the application for water rights was published in the paper and the thirty-day comment period ended in July. There were five requests for hearings. The City of Sulphur Springs and Sulphur River Municipal Water District were concerned with the seniority of the water rights they hold. Discussions with these two entites are going well. The other three were made by North Texas Municipal Water District, City of Irving, and Upper Trinity Regional Water District. These requests were very broad. We know the entities wish to protect their interests in Chapman. Responses to their requests are being drafted

so as to gain more information on what the specific concerns are. The TCEQ sent the District a schedule to have these requests resolved by September 13, 2021. The District does have the option to ask for an extension to address them and TCEQ regularly grants those requests. After that date if a request for an extension is not made, TCEQ will move forward with scheduling a hearing to address those concerns.

Region D: The pre-planning meeting to kick off the 6<sup>th</sup> cycle of water planning was held on August 4, 2021 at the Region 8 Education Service Center. There were about 100 in attendance at that meeting. The next board meeting should be held in late October or early November.

No action taken.

### VIII. Executive Session

The board stood at ease at 12:48 p.m.

The board reconvened in Executive Session at 12:55 p.m with quorum pursuant to section 551.071 of the Texas Open Meetings Act.

The board came out of Executive Session at 1:34 p.m.

The board reconvened with quorum at 1:36 p.m.

### IX. Next Riverbend Meetings

Riverbend Regular Meeting, Wednesday, September 22, 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 1:38 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 22nd day of SEPT, 2021.

  
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Sonja Hubbard, President

Attest:

  
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Kyle Dooley, Executive Director/ CEO

## Board Meeting Attendees - August 25, 2021

<b>Name</b>	<b>Organization</b>
David Stanley	CP&Y
Stephanie Bache	Black & Veatch
Greg Bischoff	Texarkana Gazette
Lance Klement	Garver
Marty Paris	Kimley-Horn
David Briggs	CDM Smith
Sharon Elkins	Rep VanDeaver
Scott Norton	TAC
Alberto Flores	LAN
Hal Harris	Central Bowie WSC
Kim Keefer	Pape-Dawson
Chris Noe	Pape-Dawson
Kathleen Jackson	TWDB