

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

May 25, 2022

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, Van Alexander, Vice President of the Board, called the meeting to order at 12:03 p.m.

Directors Present:

Van Alexander, Vice President
Fred Milton, Secretary
Sonja Hubbard, Past President
Steve Mayo, Board Member Elect

Directors Absent:

Marshall Wood, Treasurer
Tina Veal-Gooch, President

Administration Present:

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

Public Present:

Please see the attached list for additional guests.

II. Invocation & Pledge

Van Alexander led the invocation and the pledge of allegiance.

III. Public Comments

None.

IV. Special Agenda Items

Item IV. A. & B. were considered under a Consent Agenda for one single motion of approval.

- A. Discussion and possible action regarding approval of a resolution accepting the recommendation of the City of Texarkana, Texas for Steve Mayo to serve as a member of the Board of Directors of Riverbend Water Resources District.**

A single motion was made by **Sonja Hubbard** and seconded by **Fred Milton** to approve **RESO 20220525-01** accepting the recommendation of the City of Texarkana, Texas for Steve Mayo to serve as a member of the Board of Directors of Riverbend Water Resources District. The motion passed unanimously.

- B. Judge Bobby Howell administered the oath of office for Steve Mayo, newly appointed Board Member.**

V. CONSENT AGENDA ITEMS

- A. Discussion and possible action regarding April 27, 2022 Regular Meeting minutes.**

A motion was made by **Fred Milton** and seconded by **Sonja Hubbard** to approve the Consent Agenda Item as listed above. The motion passed unanimously.

VI. Regional Entity Reports

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

No report. 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 REDI has been conducting a workforce study with a consultant. A presentation will be made related to that study at the end of next week.

No action taken.

VI. Agenda Items for Individual Consideration

- A. Discussion and possible action regarding approval of a resolution appointing Steve Mayo as the Treasurer of the Board of Directors of Riverbend Water Resources District.**

Kyle Dooley provided that Marshall Wood had previously been the Treasurer of the Board for Riverbend. This item is to consider appointing Steve Mayo to that position.

A motion was made by **Fred Milton** and seconded by **Sonja Hubbard** for approval of **RESO 20220525-02** appointing Steve Mayo as the Treasurer of the Board of Directors of Riverbend Water Resources District. The motion passed unanimously.

B. Discussion and possible action regarding approval of a resolution authorizing a requirement of one signature for any amounts under \$50,000.00 and a requirement of two signatures for any amount equal to and over \$50,000.00 and authorizing the addition of certain authorized signatories to the appropriate bank depositories.

Kyle Dooley provided that this agenda item pertains to adding Steve Mayo to the authorized signatories list for the District. It also is requesting to allow only one signature being required for amounts under \$50,000. The current limit is \$25,000 and anything over that amount requires two signatures. As we are growing and costs for goods and services have risen drastically, we are routinely having amounts that exceed the \$25,000 threshold and require two signatures, which means a board member coming to the office or staff meeting the board member to sign checks. Raising this limit would help make the purchasing process be more efficient.

A motion was made by **Steve Mayo** and seconded by **Sonja Hubbard** to approve **RESO 20220525-03** authorizing a requirement of one signature for any amounts under \$50,000.00 and a requirement of two signatures for any amount equal to and over \$50,000.00 and authorizing the addition of certain authorized signatories to the appropriate bank depositories. The motion passed unanimously.

C. Discussion regarding approval of a resolution adopting the Purchasing Policy of Riverbend Water Resources District.

This agenda item pertains to considering adopting a new Purchasing Policy Manual. We have been working for several months on getting the manual completed. It would put policies and procedures in place to direct all of the District's purchases. This manual will also be very beneficial as we are currently working to set up our new financial software. The policies in the manual will be utilized to set up the operations of the financial software. Staff recommends approval.

A motion was made by **Sonja Hubbard** and seconded by **Fred Milton** to approve **RESO 20220525-04** adopting the Purchasing Policy of Riverbend Water Resources District. The motion passed unanimously.

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

Kyle Dooley provided that House Bill 3834 required state and local government employees to complete a certified training program for cybersecurity. The Texas Department of Information Resource (DIR) in consultation with the Texas Cybersecurity Council is required to certify at least five cybersecurity training programs so state and local government employees can meet the training requirements. Riverbend is defined as a local government for the purposes of the cybersecurity requirements. Local governments must certify their training compliance by August 31, 2022. The governing body of a local government is required to verify and report on the completion of a cybersecurity training program by employees of the local government

to the department and should retain documentation pertaining to this requirement. All our staff has completed cybersecurity training. This resolution would allow staff to submit the certification to DIR that Riverbend has met the yearly requirements for cybersecurity training. There is also a Governing Board Acknowledgement Form that each board member will need to sign, stating that the district is in compliance with this training requirement. This will not have to be submitted but will be kept for our records annually.

A motion was made by **Fred Milton** and seconded by **Steve Mayo** to approve **RESO 20220525-05** authorizing the Executive Director/CEO to report compliance with required cybersecurity training. The motion passed unanimously.

E. Discussion regarding approval of a resolution amending Resolution No. 032116-02 by changing the rate of interest to be borne by the Riverbend Water Resources District Water and Wastewater System Revenue Bonds, Taxable Series 2016B.

Kyle Dooley provided that this item, if approved, would amend the resolution for the Water and Wastewater System Revenue Bonds, Taxable Series 2016B. Currently, the bond is paid off in 2030. We are paying 4.24% through 2025, and then the interest rate increases to 12% for the remainder of the payback. The amendment would decrease the current rate from 4.24% to 3.10%, and it would stay 3.10% until the bonds are paid off. This amendment to the rate would save the District \$615,101 over the remaining life of the bond.

A motion was made by **Sonja Hubbard** and seconded by **Steve Mayo** to approve **RESO 20220525-06** amending Resolution No. 032116-02 by changing the rate of interest to be borne by the Riverbend Water Resources District Water and Wastewater System Revenue Bonds, Taxable Series 2016B. The motion passed unanimously.

F. Discussion regarding the City of Leary and possible future services related to wastewater management.

Randy Mansfield, City Administrator for the City of Leary, Texas, provided information on the city's need for assistance with wastewater treatment. He provided information on where it has been treated historically and why that is no longer feasible for future wastewater needs. He provided that the length of pipeline needed would be less than half a mile in order to tie into a wastewater line near the entrance to the truck gate formerly known as the Lone Star Army and Ammunition Plant.

No action taken.

VII. Riverbend Reports

A. Board Members

No reports.

B. Executive Director/CEO

Kyle Dooley provided the following updates:

Matt Garcia with Pape-Dawson provided the following update on the Regional Water System Project:

- TWDB has submitted comments on the draft environmental information documentation (EID). The comments were minor and will allow Pape to proceed with finalizing the document. This is one of the steps to get the design monies released from TWDB.
- Continue with the documentation required for selection of the design consultants for the next phase of work. This includes preparing a TWDB-appropriate advertisement and contract documents. These draft request for qualification documents have been forwarded to Riverbend for review and approval.
- Once the Engineering Feasibility Report (EFR) and the Environmental documentation have been reviewed by TWDB, the documents enter a public review period and barring any huge issues, this check marks a box to release funds for the design portion of the contract.
 - The Engineering Feasibility Report is complete save for two key components- the specific description of the project and the financial portion. We are working with Kyle to finalize these two components.
- Work continues on coordination with the Army Corps of Engineers.

Pape Dawson is finishing up the EID and EFR. Once the EFR is handed over for review, we will schedule an Advisory Committee meeting/Mayors' meeting near the end of June to discuss project progress before we move forward. Technical memos and draft RFQs for the design team on the project are all being reviewed.

Ultimate Rule Curve: Discussions are ongoing with TWDB and the approval that we need at the USACE level to implement the ultimate rule curve. We are still working with the USACE to get the intake portion of the permitting that we need for the TWDB approvals broken apart from the timeline they have for the ultimate rule curve. TWDB has their own process of approving the EID and the EFR to be able to release funds for design. They gave some cursory comments on the draft which indicated everyone is on the same page. TWDB also has their own NEPA process. But they are willing to move forward with approval of the necessary documents so long as we understand it is contingent on getting the ultimate rule curve approved. TWDB has indicated that, once we get to the portion regarding the intake separated and getting approval, they are prepared to release funds.

USACE: Riverbend and the City of Texarkana, Texas have been working with the Corps, the Caddo Nation and the State Historic Preservation Office (SHPO) on the research design document, or a scope of work, we need to complete the cultural resources study to get the ultimate rule curve approved. The Corps put together the research design document. Texarkana, the Caddo, & Riverbend responded with a joint set of minimal comments on that document. It seems we are all on the same page on how the research needs to be conducted. Several of the comments were related to their confusion in thinking we had a new request as opposed to just trying to implement something that had already been occurring for the last 50 to 60 years. Initially, SHPO believed that discussing the scope of work should not come before the programmatic agreement which lays out the entire process with the Corps for implementing the ultimate rule curve. The Corps had a call with SHPO today and they came to a tentative agreement on concurrence on moving forward with the research design document the way it is pending review of the documentation that is required. The most important note from that call today was the agreement on the scope of work and what elevations we need to do the

studies. There are things already inundated with water so there was no reason to go below the interim rule curve of 227.5 up to 233 is where the cultural resources study will look. That gets this project over a hurdle to move forward. We have had calls regarding the intake permitting with Dawson and Associates. They will reach out to the Ft. Worth Corps to discuss and resolve the request to separate the intake permitting and the Ultimate Rule Curve. Dawson believes there are options but the call to the Corps will help them decide which path to pursue.

Water Rights Application: Some of the protestants are working on a modeling projects. It seems they are on target to have preliminary data collected soon. Lawyers will meet to discuss scheduling of meetings.

Health Insurance: we are in the process of gathering quotes from a broker for new coverage to compare where we are with other entities. We will keep the board posted on that front.

True-Up meeting is tentatively set for July 13, 2022. A calendar invite will be sent once all are confirmed.

Mr. Dooley provided that Marshall Wood will be in attendance at the next board meeting to for a farewell reception.

No action taken.

VIII. Executive Session

The board stood at ease at 12:38 p.m.

The board reconvened in Executive Session at 12:47 p.m with quorum pursuant to sections 551.071 & 551.074, of the Texas Open Meetings Act.

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

The board reconvened with quorum at 1:35 p.m.

IX. Next Riverbend Meetings

Riverbend Regular Meeting, Wednesday, June 22, 2022 at 12:00 p.m. at Riverbend Offices, 228 A Texas Avenue, New Boston, Texas 75570.

X. Adjournment

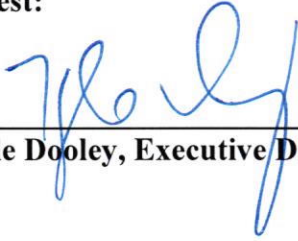
With no additional business to be discussed, a motion was made by **Fred Milton** and seconded by **Sonja Hubbard** to adjourn the meeting at 1:45 p.m. The motion passed unanimously.

The minutes of the Riverbend Water Resources District Board of Directors meeting, held on May 25, 2022, were read and approved on the 22nd day of June, 2022.



Tina Veal Gooch, President

Attest:



Kyle Dooley, Executive Director/ CEO

Board Meeting Attendees - May 25, 2022

Name	Organization
Ron Humphrey	City of New Boston
David Perkins	Kimley Horn
Matt Garcia	Pape-Dawson
Phil Cook	CP&Y
Lance Klement	Garver
Marti Shew	Hilltop Securities
Stephanie Bache	Black & Veach
Jimmy Clary	City of Maud
David Vallejos	Pape-Dawson
Sheryl Collom	City of Wake Villate
Raj Methia	Jacobs
David Stanely	CP&Y
Lanny Buck	KSA
Bobby Howell	Bowie County Judge