

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

March 22, 2023

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, President of the Board, called the meeting to order at 12:10 p.m.

Directors Present:

Steve Mayo, Vice President
Fred Milton, Treasurer
Sonja Hubbard, Secretary
Tina Veal-Gooch, Past President

Directors Absent:

Van Alexander, President

Administration Present:

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

Public Present:

Please see the attached list for additional guests.

II. Invocation & Pledge

Fred Milton led the invocation and the pledge of allegiance.

III. Public Comments

None.

IV. Consent Agenda Items

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

- A. Discussion and possible action regarding February 22, 2023 Regular Called Meeting Minutes.**
- B. Discussion and possible action regarding the review of Riverbend's Capitalization Policy, Investment Policy, Water Conservation Plan, and Drought Contingency Plan.**

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

VI. Regional Entity Reports

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

Kyle Dooley provided that their meeting was yesterday. There were no new items of note on their agenda. Sonja Hubbard inquired about their search for a new Executive Director. Kyle provided that the board has terminated the contract with the interim Executive Director but they have not yet decided how they will move forward.

No action taken.

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

Scott Norton, Executive Director/CEO provided an update. The TAC Board approved the job description for a Vice President of Finance. The quarterly financials were approved as well as a lease extension with Texas Parks and Wildlife. In addition, they approved a qualified site for an Alamo tract which is in Area A. The Board approved the creation of a non-profit for a community development entity. Which will be specific to new market tax credit projects. Envirosafe Demil decided, instead of leasing property, they would exercise an option to buy 45 acres on the former F Line on the Lone Star footprint. The plastics recycling project is also moving forward. Several site visits have been conducted in the past few months. They have resulted in discussions on building a 200,000 square foot production facility as well as a 250,000 square foot warehouse.

No action taken.

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

Sonja Hubbard provided that the Board met with Representative Gary VanDeaver and Senator Bryan Hughes. That discussion centered around getting access to the Texas side site here close to Interstate 30. This will definitely increase the marketability of that site. There are also discussions regarding more funding for the airport expansion and possibly get some warehouses built at the airport as well.

No action taken.

VII. Agenda Items for Individual Consideration

A. Discussion and possible action regarding approval of a resolution reviewing and updating Riverbend's Personnel Policy Manual.

Kyle Dooley provided details on the addition of Section 5.10 Longevity Pay to the current Personnel Policy Manual. Currently, there is not a section in the manual that discusses longevity pay. Historically, longevity pay has been paid at the rate of 1% of the employee's annual salary. Staff has put together Section 5.10 Longevity Pay to update how longevity pay is calculated and to codify it in the manual moving forward. It is recommended to go to a set amount to be paid for each year of service for each employee up to 15 years of service. The upper cap for longevity pay would be \$2,000 and an employee would reach that cap at 15 years of service. Funds are available in the current budget to cover the costs of this change.

A motion was made by **Fred Milton** and seconded by **Tina Veal Gooch** to approve **RESO 20230322-01** approving the addition of section 5-10 Longevity Pay as described. The motion passed unanimously.

B. Discussion and possible action regarding approval of a resolution authorizing the addition of a credit card and therefore an increase in the credit limit with Texar Federal Credit Union.

Kyle Dooley provided that this item pertains to a request to add a credit card for Eli Hunt, Director of Operations. We have had a card for Operations for a long time but, typically, if Eli was traveling on business for Riverbend, he would leave the card at the office just in case the Operations or Maintenance staff had need to use the card while he was out. As we have added several cards over the past couple of years, it would be more efficient to have a card specifically for Eli, that he could carry with him when out of the office, in addition to the ones that we have currently.

A motion was made by **Tina Veal Gooch** and seconded by **Sonja Hubbard** to approve **RESO 20230322-02** authorizing the addition of a credit card and therefore an increase in the credit limit with Texar Federal Credit Union. The motion passed unanimously.

C. Discussion and possible action regarding approval of a resolution authorizing the Executive Director/CEO to execute a construction contract with Francis Excavating, LLC.

Kyle Dooley provided that this item is regarding the rehabilitation of two wastewater drying beds at the Ron Collins Wastewater facility. MTG Engineers has been hired for design and construction management services for the project, and recently requested bids for the construction project. Riverbend received three bids. They were Barnwell Industries, Francis Excavating, LLC and Texarkana Concrete Construction, Inc. The submittal proposals were evaluated by a team of RWRD staff, as described in the bid documents. Based on that evaluation, staff recommends that Francis Excavating, LLC's proposal offers the best value to RWRD. Funds are available for this project.

A motion was made by **Sonja Hubbard** and seconded by **Fred Milton** to approve **RESO 20230322-03** authorizing the Executive Director/CEO to execute a construction contract with Francis Excavating, LLC. The motion passed unanimously.

D. Discussion and possible action regarding approval of a resolution authorizing the Executive Director/CEO to amend the current interlocal agreement with the City of Maud, Texas to include certain water services.

Kyle Dooley provided that this item pertains to the current member services agreement between the City of Maud and Riverbend. Currently, the services agreement is specifically for Riverbend to provide wastewater service to the City of Maud for a flat monthly fee. Every year, after the initial year of the contract, a true-up will be done on the services and cost actually provided. The City of Maud had a need for help with water services also. This need just came up and required a quick turnaround. Staff, working with our legal counsel, amended the current agreement to now include providing both wastewater and water services. It would still be for a flat monthly fee to cover both water and wastewater services, and the true-up process would still be the same after the first year of the agreement. Staff is working with the City of Maud to finalize the agreement and they will be considering this contract at a future council meeting.

A motion was made by **Fred Milton** and seconded by **Tina Veal Gooch** to approve **RESO 20230322-04** authorizing the Executive Director/CEO to amend the current interlocal agreement with the City of Maud, Texas to include certain water services. The motion passed unanimously.

VIII. Riverbend Reports

A. Board Members

No reports.

B. Executive Director/CEO

Kyle Dooley provided the following updates:

Regional Water System Project: We are waiting on comments from the USACE on the intake application that was completed and submitted in early February. Recent discussions with the Ultimate Rule Curve team have yielded information on the intake application. It has passed from the real estate review team to the operations review team to the regulatory review team. The comments from real estate and operations were minimal. The regulatory review team is expected to release more specific and detailed comments by the end of next week. During past discussions the answer on the application was that the USACE would not move forward and there was no opportunity for Riverbend to comment. Now there is an intake application review team putting comments together that can be addressed by Kyle and Pape Dawson. There is a meeting scheduled with TWDB the afternoon of March 30th to update them on where Riverbend is with the USACE and the intake application. Once we hear from the USACE, we will submit the EID for review while we wait on TWDB to approve the RFQs for publication.

Industrial Waste Water Plant: Meeting with the Army contract staff will be held on March 30th to discuss funding options and answer any questions they may have. In addition to the Army using this new proposed plant, there are also civilian entities interested in industrial waste water usage. That will change the financial responsibility for the Army.

Ultimate Rule Curve and Environmental & Cultural Resources Study: Not much change. The Programmatic Agreement is nearing completion. The open internal comment period is wrapping up. They are finishing up their hydraulic and hydrological modeling based on numbers we submitted. They will share that report with us once they complete it.

Region D: Board meeting was held on March 15th. Big discussions are going on regarding usage numbers, population data and changes in how future population numbers are calculated. Past planning cycles have allowed for stagnation in population numbers that show a decrease. This planning cycle there will be a trend to keep the population trending downward if there is history showing that. That will also mean that increases in population will continue to trend upwards if there is a history of growth. There are 2 separate methods. One is a 1.0 migration and there is a 0.5 migration. Both migrations take population projections out to 2080. But the trends will migrate slower with the 0.5 migration. Every region will face those changes and the numbers will look drastically different with this new calculation method. Fred Milton stated that the Texas Demographic Center has a population number out there for Texas. If they see an increase in one area, then it means that another area has to decrease. This will affect the planning cycle as well. Wayne Dial, City Secretary for the City of New Boston, asked if the number doesn't account for people moving in from out of state. Mr. Dooley stated that is part of the discussion in regard to piecemealing the county numbers. There was not a definitive answer.

No action taken.

XI. Executive Session

The board stood at ease at 12:40 p.m.

The board reconvened in Executive Session at 12:45 p.m. with quorum pursuant to section 551.071 and 551.074 of the Texas Open Meetings Act.

The board came out of Executive Session at 1:20 p.m.

The board reconvened with quorum at 1:22 p.m.

X. Next Riverbend Meetings

Riverbend Regular Meeting, Wednesday, April 26, 2023 at 12:00 p.m. at Riverbend Offices, 228 A Texas Avenue, New Boston, Texas 75570.

XI. Adjournment

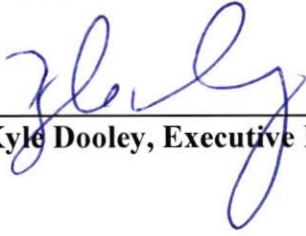
With no additional business to be discussed, a motion was made by **Fred Milton** and seconded by **Sonja Hubbard** to adjourn the meeting at 1:25 p.m. The motion passed unanimously.

The minutes of the Riverbend Water Resources District Board of Directors meeting, held on March 22, 2023 were read and approved on the 26TH day of APRIL, 2023.



Van Alexander, President

Attest:



Kyle Dooley, Executive Director/ CEO

