

Bolivar Peninsula Special Utility District
Minutes of the Regular Meeting March 11, 2009

Directors Present

Lynette Johnson-Hardcastle, President
George Strong, Vice President
Al Altemus, Treasurer
Vicki Cartwright, Secretary
Maria Skewis
Mary Ellen Smith
Dennis Stafford
Roger Welch

Staff Present

Jennifer McKnight, Gen. Mgr.
Clifford Howard, Utility. Mgr.
Barbara Cowie, Office Mgr.

Others Present

Guy Goodson
Mark Mann
Gregory Lewis
Paula Quick
Adrian van Leuzen
Kathryn van Leuzen

Item #1 Call to Order: President Johnson-Hardcastle declared a quorum present and called the meeting to order at 4:05 p.m.

Item #2 Pledge and Moment of Silence: The Pledge of Allegiance was cited by all present and a moment of silence was observed.

Item #3 Minutes: **Ms. Cartwright made a motion to approve the minutes for the meeting held on February 10, 2009. Ms. Skewis seconded the motion. Motion passed. (Unanimous)**

Item #4 Public Comments: NONE

Item #5 Committee Reports: Mr. Blume reported that the Audit and Finance Committee met and reviewed the check registers, invoices, and bank statements for February and found that all was in order. Ms. McKnight stated that the Personnel and Policy Committee did not meet during the month because no one signed up for the vacant Board position.

Item #6 Manager's Report: Ms. McKnight presented the manager's report and discussed the following:

- System Operational Reports.
- Report on system restoration and status of boil water requirement. Ms. McKnight stated the boil water requirement has been lifted.
- Trial Balance, Comparative Budget Report, and Account Balance Summary List.
- Insurance payments received for facilities damaged by Hurricane Ike.
- FEMA reimbursement issues and payments received for facilities and infrastructure damaged by Hurricane Ike.
- Ms. McKnight stated they currently have an office set up in Crystal Beach in a temporary trailer by the office building. She stated they plan to move all office operations to the trailer by mid-April.

Item #7 Award Presentation: President Johnson-Hardcastle presented an award to Mrs. Chris Guidry in recognition of her husband, Harold Guidry, who served as Secretary of the Board since 2004. President Johnson-Hardcastle stated that Mr. Guidry will be sorely missed by the entire community. Mrs. Guidry stated that she knew her husband truly enjoyed serving on the Board and that he would be very proud of the plaque that was presented to her.

Item #8 Service Award Presentation: President Johnson-Hardcastle presented an award to Kenny Strimple in recognition of his twenty years of service to the District. President Johnson-Hardcastle stated that she and the entire Board appreciate the hard work and dedication Mr. Strimple has shown over the past years. Ms. McKnight stated that Kenny has had a memorable twentieth year after Hurricane Ike and that she appreciates his hard work and dedication to the District.

Item #9 Public Adjusting Firm: President Johnson-Hardcastle stated that due to possible conflict of interest, she will abstain from discussion and voting on this item. Mr. Strong also stated he will abstain due to possible conflict of interest. **Ms. Skewis made a motion to approve the proposal submitted by Sun Coast for public adjusting services and to allow the General Manager to execute a contract after the changes requested by legal counsel were addressed. The changes include no jurisdiction in Tarrant County, allow more than 30 days for payment of services, and provide a list of deliverables to be included in the contract. Mr. Stafford seconded the motion. Motion passed. (Unanimous: except Johnson-Hardcastle and Strong abstained)**

Item #10 Request by Adrian van Leuzen: **Mr. Strong made a motion to approve the application revision submitted by Mr. van Leuzen's and to allow use of his survey, attached to an easement drafted by legal counsel, in lieu of the standard utility easement provided by the District. Mr. Stafford seconded the motion. Motion passed. (Unanimous)**

Item #11 FEMA High Island Group Living Site: **Ms. Smith made a motion to accept the water infrastructure for temporary housing at the FEMA High Island Group Living Site. Mr. Altemus seconded the motion. Motion passed. (Unanimous)**

Item #12 Office Rebuilding Plans: President Johnson-Hardcastle tabled this item until next month. She requested that the architect bring back a sketch and cost estimate for both remodeling the existing building and for demolishing the existing building and rebuilding on pilings.

Item #13 Fiscal Year 2009 Budget Amendment: **Ms. Smith made a motion to approve the amended Fiscal Year 2009 budget. Mr. Strong seconded the motion. Motion passed. (Unanimous)**

Item #14 Service Policy Amendment: **Ms. Smith made a motion to amend Section 4 of the District Service Policy to extend half-price tap fees for FEMA trailers until July 1, 2009. Mr. Strong seconded the motion. Motion passed. (Unanimous)**

Item #15 Engineering Agreement: **Mr. Altemus made a motion to approve an engineering agreement with Schaumburg and Polk Inc. for preparation of written descriptions and drawings of property to be included in right-of-way acquisition related to 20" water line bore at Rollover Pass. Mr. Welch seconded the motion. Motion passed. (Unanimous)**

Item #16 Change Order: **Mr. Altemus made a motion to approve Change Order No. 4 to Contract No. 1 of DWSRF Project No. 60910 for an increase in the amount of \$23,321.00, related to modification of construction method for the Loop 108 water line crossing required by changed site condition. Mr. Strong seconded the motion. Motion passed. (Unanimous)**

Item #17 Executive Session: Executive Session not held.

Item #18 Reconvene Open Meeting: Executive Session not held.

Item #19 Action on Executive Session: Executive Session not held.

Item #20 Director's Comments Regarding Future Agenda Items: Ms. Cartwright asked that nominees for the vacant Board position be presented at next month's meeting. Ms. Smith asked if the Board could look at the possibility of appointing Chris Guidry to Harold Guidry's position.

Item #21 Next Meeting: The next meeting was set for Tuesday, April 14, 2009. President Johnson-Hardcastle asked Ms. McKnight to see if it is possible to have the next meeting at Crenshaw School.

Item #22 Adjournment: **Ms. Smith made a motion to adjourn at 6:28 p.m. Mr. Strong seconded the motion. Motion passed. (Unanimous)**

CERTIFICATION

I, the undersigned, do certify the above to be a true and correct record of the meeting of the Board of Directors of the Bolivar Peninsula Special Utility District, March 11, 2009.

Vicki Cartwright, Secretary