

**NOTICE OF REGULAR MEETING OF THE
ECTOR COUNTY UTILITY DISTRICT OF ECTOR COUNTY**

Notice is hereby given that on the 16th day of September 2021; the Board of Directors of the Ector County Utility District of Ector County will hold a Regular Board Meeting with a Directors' Workshop beginning at 1:30 P.M. and the Board Meeting will commence at 2:30 P.M. in the District's Board Room located at 1039 N. Moss Avenue, Odessa, Ector County, Texas 79763. The subjects to be discussed are listed on the September 16th, 2021 regular meeting agenda:

AGENDA

1. Call to Order.
2. Discuss and consider approval of additional administrative staff.
3. Discuss and consider approval of quotation from S.W. Howell, Inc. for professional engineering and surveying services from Huntington through Frontier West to Exxon Right-of-Way.
4. Discuss and consider approval to purchase of excavation equipment.
5. **Discussion Items:**
 - A. President's Report
 - B. Public comments and input on non-agenda items within the jurisdiction and responsibilities of the District (limit 5 minutes per person).
9. Adjournment.

The Ector County Utility District Board of Directors reserves the right to change the agenda item order.

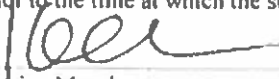
If, during the course of the meeting covered by this notice, the Board of Directors is required, then such closed or executive meeting of session as Title 5, Chapter 551, Government Code of Texas will be held by the Board of Directors at the date, hour, and place given in this notice or as soon after the commencement of the meeting covered by this notice as the Board of Directors may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Section 551 of said Government Code, including, but not limited to:

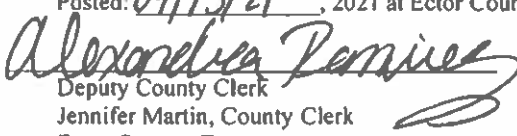
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| § 551.071 | For the purpose of a private consultation with the board's attorney. |
| § 551.072 | For the purpose of discussing the purchase, exchange, lease, or value of real property |
| § 551.073 | For the purpose of discussing negotiated contracts for prospective gifts, or donations. |
| § 551.074 | For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee. |
| § 551.076 | To consider the deployment, or specific occasions for implementation, of security personnel or devices. |
| § 551.084 | For the purpose of excluding any witnesses from a hearing during examination of another witness. |
| § 551.087 | For the purpose of discussing economic development information received from a business seeking to locate in or near the District. |

Should any final action, final decision, or final vote be required in the opinion of the Board of Directors with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- (a) The open meeting covered by the notice upon the reconvening of this public meeting; or
- (b) At a subsequent public meeting of the Board upon notice thereof; as the Board of Directors shall determine.

This notice was telephoned or mailed to all members of the news media who had previously requested such notice; and an original copy was posted on the bulletin boards at the first floor of Ector County Courtroom and the Ector County Utility District office on the 13th day of September, 2021, at 12:29 pmaid time being more than seventy-two (72) hours prior to the time at which the subject meeting will be convened and called to order.


Katina Morales
Office Manager

Posted: 09/13/21, 2021 at Ector County Courthouse
By: 
Deputy County Clerk
Jennifer Martin, County Clerk
Ector County, Texas

MINUTES OF THE BOARD OF DIRECTORS MEETING September 16, 2021

The Board of Directors of the Ector County Utility District met in regular session on September 16, 2021, at 1039 N. Moss Avenue.

Members Present: President Ervin, Director Shaw, Director Kappauf, Director Swann, Director Burton

Members Absent: NA

Non-Board Members Present:

Mr. Bill Fowler, Attorney
Ms. Katrina Morales, ECUD
Ms. Jenny Belknap, ECUD

The Board of Directors of the Ector County Utility District met in regular session on September 16, 2021, at 1039 N. Moss Ave.

1. Call to Order (presented by President Ervin): President Ervin introduced those in attendance and with a quorum present called the meeting to order at 2:46 pm.

2. Discuss and consider approval of additional administrative staff. (Presented by President Ervin): President Ervin reviewed the agenda item. President Ervin stated that Ms. Katrina Morales had turned in her resignation and has been coming part time in the evenings and weekends to help with the duties she had. President Ervin stated the Board needed to look into replacing her and add some more duties to the current office staff. President Ervin stated he would like to add another office person to make a total of 4. Director Kappauf stated that there will be temp for the front desk position coming on September 17 to help take the load off Ms. Maribel Valenzuela. The Board discussed the front desk position in detail. Director Shaw asked Ms. Jenny Belknap if she wanted to move more into the office manager position or would she like to focus more on AVR and be the AVR specialist. Ms. Belknap stated that she would be good moving up into a higher position. Ms. Belknap stated she has 12 plus years of AP experience and 5 plus in payroll. Ms. Belknap stated she would like to sit down and really look at what could be moved around it would be good. Ms. Belknap stated there are several things that she currently does could be passed to Ms. Valenzuela and in return she would pass some duties down. Director Shaw inquired as to why Ms. Katrina Morales did payroll this last run and if Ms. Belknap was too busy. Ms. Belknap stated no she was not too busy; she was told she would not be handling it. Director Shaw stated that she feels like the office

should dictate to the Board what type of person we need in what position and why. Director Shaw stated she does not feel the Board should be telling the office what they need. Ms. Belknap stated she feels like whoever the office manager is they need to have a grasp on all parts of the office, including AVR, annexations, service taps, etc. The Board questioned Ms. Belknap on her views of what the office needs as far as personnel. Director Shaw inquired as to if there was anything ECUD could do to bring KM back. The Board discussed this option and issues with this option. The Board discussed the job description that would be needed if Ms. Belknap took over part of Ms. Morales duties as to who would do the rest and does ECUD have to post the job. The Board discussed the possibility of a general manager and how that would need to be budgeted. Director Kappauf stated does ECUD need to look at filling the four office positions and budget in for a general manager for next year. The Board discussed how the Board should interact with the office and how to structure the growing pains. The Board and Ms. Belknap discuss the open positions and how duties would be delegated down. President Ervin went over some of the details on the outlays that are due. Director Swann inquired as to if the office staff is bonded. President Ervin stated no. The Board discussed bonding the office employees and why. President Ervin stated the Board could target January 1, 2021 to go look for a general manager. The Board went over the salary range for a general manager. Ms. Belknap brought the issue of space within the office and office space not being utilized. President Ervin asked Mr. Fowler to plug in the salary amount for a general manager into the rate study. Director Shaw and President Ervin discussed if President Ervin could train someone on the reports and outlays if needed. Ms. Belknap went over the duties she plans to have the temp employee handling. Director Shaw inquired as what background and checks Snelling completed. Director Kappauf stated full background and drug screen, along with screening computer abilities. Director Shaw stated she would like to see ECUD set some guidelines on backgrounds and drug screens for employees. Director Swann inquired as to if this agenda item was for 2 employees. President Ervin stated yes, for 2 employees and a general manager. Director Kappauf and Director Shaw discussed moving Ms. Belknap up into the office manager position.

3. Executive Session: 551.072 for the purpose of discussing employee advancement (Presented by President Ervin): President Ervin stated the Board would enter into Executive Session.

Motion: Director Kappauf made a motion to enter executive session. Director Swann seconded the motion. Vote was unanimous, motion carries.

Board exits executive session at 4:20pm, no votes were taken, discussion only.

Motion: Director Swann made motion to approve the hiring of a general manager for ECUD with a salary in the budget for next year of \$175,000 total compensation to start looking in January 2022. SS seconded the motion. Vote was unanimous, motion carries.

Motion: Director Swann made a motion to move Ms. Jenny Belknap up to fill the position that was vacated as Office Manager on an interim basis, compensation to be \$23 an hour. Director Kappauf seconded the motion. Vote was unanimous, motion carries.

4. Discuss and consider approval of quotation from S.W. Howell, Inc. for professional engineering and surveying from Huntington through Frontier West to Exxon Right-Of-Way (presented by President Ervin): President Ervin reviewed the agenda item. President Ervin went over the area of the Frontier West addition located at 42nd st and just west of FM 1936. President Ervin stated there is a housing project going in with half acre tracts and they will be putting in water lines. President Ervin stated that ECUD has already agreed to furnish them with water and has currently been reviewing the engineering and piping systems. President Ervin explained that ECUD would like to incorporate Frontier West into part of the master plan. President Ervin stated they would be running an 8" and ECUD has asked them move the line next to 42nd St. President Ervin stated the 8" line would become a 12" and then ECUD would run that 12" line 3-4 blocks west to a street called Huntington. President Ervin stated towards the east side to go from Frontier West to what is called the Exxon Right of Way. Both lines running east and west would connect to ECUD lines. President Ervin stated the estimated cost is around \$53,000 and needed to be brought before the Board. Mr. Bill Fowler inquired as to if they will be annexing this property into the district. President Ervin confirmed yes, they will. Director Shaw inquired as if the water studies had been completed and that the system can handle it. President Ervin stated yes, Kimley-Horn has run it through the model and we have a set of blue prints. Mr. Fowler asked for identification purposed call this project the Frontier West Project for accounting purposes. President Ervin agreed. President Ervin stated this is not TWDB funded, it is ECUD funded.

Motion: Director Swann made a motion to approve the quote from SW Howell in the amount of \$53,000 and change for professional engineering and surveying services from Huntington through Frontier West to Exxon Right of Way and will be called the Frontier West Project. Director Shaw seconded the motion. Vote was unanimous, motion carries.

5. Discuss and consider approval to purchase excavation equipment. (Presented by President Ervin): President Ervin reviewed the agenda item. President Ervin explained that in the past ECUD has hired a HVAC truck to excavate the areas and that costs ECUD anywhere from \$2,100 to \$2,500 an hour. President Ervin has had the field techs looking into quotes on a HVAC trailer. President Ervin went over a scenario of why this trailer is needed at ECUD. PE stated AS has received a quote from Southwest Ditching for a Ditch Witch in the amount of \$62,612.00. President Ervin stated we can purchase this through the buy board through the state and he would like the Board to approve this quote for a hydro-excavating trailer. Director Swann inquired as to if another quote comes in cheaper would ECUD purchase that one instead. President

Ervin stated yes. Director Kappauf inquired as to if the HVAC trailer has the same power as a rental. President Ervin stated this has a smaller hose but same PSI and smaller tank. Director Kappauf asked who would be training the field crews. President Ervin stated that new hire Mr. Demetrio Galindo has experience running these machines. Director Kappauf inquired as to if Ditch Witch can train the crews. The Board and Mr. Fowler discuss working expenses like this into the budget for upcoming years.

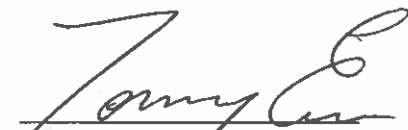
Motion: Director Swann made a motion to approve the purchase of a trailer mounted hydro-excavator from Ditch Witch in the amount of \$62,612.66, to be trained by the seller and if a second bid comes in, we can use that company. Director Burton seconded the motion. Vote was unanimous, motion carries.

5. Presidents Report: President Ervin stated when Mr. Steve Dennis went back over to SW Howell there have been some of things that he handled that would be stopping. President Ervin stated that Mr. Kevin Binkley will be taking some of these duties. The SCATA being one. Mr. Dennis has been keeping a detailed list of the hydrants. This morning that the project was transferred to Mr. Galindo. Mr. Dennis will make sure when a hydrant is replaced, he will be making sure it will go into a program the fire department can use. President Ervin stated there are other projects as well. President Ervin stated Mr. Dennis will still be going over blueprints for projects when they are in the ECUD area. President Ervin stated the backflow devices throughout the ECUD system must be tested once a year. Director Swann inquired as to who pays for the testing. President Ervin stated the customer does. President Ervin stated that ECUD has purchased a valve exerciser and that will be used for the system. President Ervin gave a rundown of how it will be used. The board discussed how this will help with the system. President Ervin stated that one of Mr. Charles Payton duties will be exercising these valves. President Ervin stated the have colors of the pump station on 42nd st on Tripp have been selected. President Ervin gave a detail of how the colors are coordinated. President Ervin stated that the week before last ECUD hired 5 new field people. President Ervin gave a rundown of what the new hires will doing in the system. President Ervin gave a rundown of the water station and how the payments would and how they would work with the customer to get water from the station. He would like it to go on Knox next to the pump station in a small building on a concrete pad. Mr. Fowler inquired as to what rate ECUD would be selling the water. The board discussed how this would work. President Ervin gave a location for second station. President Ervin stated the hydrant locks have been started getting on. President Ervin stated that before long ECUD will need to have maintenance truck. President Ervin gave a rundown of how to shift for the vehicles. President Ervin stated we may look at leasing a truck through enterprise and use that. President Ervin discussed the new small truck for maintenance. Acoustic Leak will becoming in June of next year to find the people who are taking water without a meter. ECISD has a sewer leak, and they will have to fixing. President Ervin stated that having the office staff from 8 to 5 and customer hours from 9 to 4. President Ervin stated Mr. Fowler stated it is tax season again and there are 3 properties in that pay in lieu of taxes. Flying J, Park Place RV Park, Main Street Market. President Ervin asked Director Kappauf for an update on AVR. Director Kappauf stated

we did get our data from the city as best as they can produce into AVR. Director Kappauf gave a rundown of the consultant company and what happened.

Motion: There being no other business, a motion was made by Director Shaw and seconded by Director Kappauf at 6:28 pm to adjourn the meeting.

Meeting adjourned at 6:28 pm.



Director Tommy Ervin
Secretary and Treasurer
September 16, 2021