



# Port O' Connor Improvement District

P.O. Box 375 \* Port O' Connor, Texas 77982

## Minutes

January 14, 2021 1:00 pm

## Regular Board Meeting

The Board of Directors of the Port O'Connor Improvement District held a Regular Board Meeting on **Thursday, January 14, 2021 at 1:00 p.m.** at the District Office, 39 Denman Drive, Port O'Connor, Texas.

### A. CALL TO ORDER

President Danny McGuire called the meeting to order at 1:00 p.m. and established that a quorum was present and welcomed everyone.

**DIRECTORS PRESENT:** Danny McGuire, Mike Clifton, David Randolph, Nathan O'Neill and John Childers

**DIRECTORS ABSENT:** None

**ALSO PRESENT:** Oscar Pena, Kim Stafford, Donna Grafe-Tucker (Walker Keeling LLC), John Mercer (Mercer Construction)

**MEMBERS OF THE PUBLIC PRESENT:** Mike Reeves (Republic Services), Scott Mason (G&W Engineers) and Jay Bonano (Caracol)

### B. PUBLIC COMMENT WELCOME

### C. ITEMS FOR CONSIDERATION AND TAKE APPROPRIATE ACTION IF NEEDED:

1. Contract with Rawley McCoy & Associates and proposed district proposed office construction

**Motion:** David Randolph

**Second:** John Childers to approve the contract with Rawley McCoy & Associates proposed district office construction

Motion Approved: 5-0

2. Defined Area bulkheads

**Discussion, No Action**

3. Usage adjustment for Caracol inside Gate 1

**Discussion, No Action**

4. BGE engagement for master plan, map updates and other district special projects.

**Tabled**

5. Proposal for elevated storage tank.

**Motion:** John Childers

**Second:** Mike Clifton

To ratify the proposal for the elevated storage tank.

Motion Approved: 5-0

6. G&W Engineering contract

**Motion:** Mike Clifton

**Second:** John Childers

To authorize the board president to sign once District council approves.

Motion Approved: 5-0

7. G & W presentation on AMI/Smart Meters.

**Discussion, bid opening 1/28/21 at 2pm.**

8. Republic Services CPI Increase

**Discussion, No Action**

9. Goldman, Hunt & Notz to have access to the bank accounts & to terminate Municipal Accounts access

**Motion:** John Childers

**Second:** Mike Clifton

To terminate Municipal Account's access to all bank accounts.

Motion Approved: 5-0

**Motion:** Mike Clifton

**Second:** David Randolph

To provide Goldman, Hunt & Knotz access to all bank accounts.

Motion Approved: 5-0

10. Approve preliminary and final plat for Saltwater Haven Subdivision

**No Action**

11. Employee Handbook update.

**Motion:** David Randolph

**Second:** Mike Clifton

To adopt changes to the Employee Handbook

Motion Approved: 5-0

12. Contract with Civil engineering firm for proposed District office.

**No Action**

13. All TWDB bond projects – 2015 & 2018

**No Action**

14 Easement for RO Discharge

**Motion:** John Childers

**Second:** David Randolph

To authorize the board president to sign once District counsel has approved.

Motion Approved: 5-0

15. LaSalle WCID 1A consolidation

**Discussion, No action**

16. LaSalle WCID 1A Water Reconciliation and Annual True up

**Discussion, No action**

17. Contract with Waste Management for municipal waste services at District office

**Tabled**

18. Adams water-sewer progress

**Discussion, No action**

19. Approve preliminary and final plat for Texas Properties Subdivision

**No Action**

20. Approve preliminary and final plat for Koinonia Point Resub 2

**No Action**

21. Prosperity Bank renewal

**Tabled**

**D. CONSENT AGENDA:** *The following items are anticipated to require little or no individualized discussion due to their nature being clerical, ministerial, mundane or routine. In an effort to enhance the efficiency of POCID Board meetings, it is intended that these items will be acted upon by the POCID Board with a single motion because no public hearing or determination is necessary. However, a POCID Board Member or citizen may request separate deliberation for a specific item, in which event those items will be removed from the consent agenda prior to the POCID Board voting on the consent agenda as a collective, singular item. Prior to voting on the consent agenda, the POCID Board may add additional items that are listed elsewhere on the same agenda.*

## **1. APPROVAL OF MINUTES**

A. December 10, 2020

## **2. APPROVAL OF PAYABLES**

A. Port O'Connor Improvement District – Municipal Accounts & Consulting, LP,  
Bookkeeper Report

B. POCID – 2020 Water Distribution Improvements – Phase 2 – Application for Payment No 3

**Motion:** John Childers

**Second:** Mike Clifton

To approve all Minutes & Payables on the consent agenda.

Motion Approved: 5-0

## **3. Report of General Manager, Phillip Givens**

**Discussion took place over the following:**

A. Business Case Analysis (BCA)

B. TWDB DWSRF Application

C. Strategic Management Plan



- D. Operating Policy Review
- E. Proposal for both AMI Implementation (Smart Water System) & leak Detection Survey
- F. AVR MBA Program
- G. District Master Plan
- H. Invoice Review
- I. Tax Collection Reports

**4. Report of District Manager, Oscar Pena**

**Discussion took place over the following:**

- A. District Status
- B. Work in Progress
- C. Water Production Report
- D. Administrative
- E. Purchases

**5. Report of District Engineer, John Mercer**

**Brian Kramer discussed the following:**

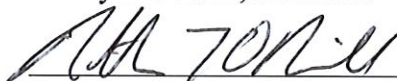
- A. TWDB Project 21750 Update
- B. Status of TCEQ Bond Projects.
- C. Status of TWDB Bond Projects.

**The meeting adjourned at 3:29 p.m.**

Respectfully submitted,



Danny McGuire, President



Nathan O'Neill, Secretary

Signed this 11<sup>th</sup> day of February, 2021.

These minutes were approved on February 11, 2021.