



Port O' Connor Improvement District

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

Minutes

October 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, October 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, John Childers, Mike Clifton and Nathan O'Neill

DIRECTORS ABSENT: David Randolph

ALSO PRESENT: Oscar Pena, Kim Stafford, Phillip Givens (General Manager), Phil Mullan (BGE), Donna Grafe-Tucker (General Counsel) and Kathryn Foss (Municipal Financial Services, LLC)

PRESENT BY ZOOM: Wendy Duncan, Whitney Higgins (ABHR), Matt Froehlich (BGE), Donald Goldman (Goldman, Hunt & Notz) & Robyn German (ABHR)

MEMBERS OF THE PUBLIC PRESENT: A J Drexler and Bruce Bottinger

B. PUBLIC COMMENT WELCOME

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

1. 2021 Consolidation Election

1. Elección de Consolidación de 2021
Discussion

2. Auditor Selection

Motion: John Childers

Second: Mike Clifton

To approve engagement with McCall Gibson Swedlund Barefoot PLLC for annual audit.

Motion Approved: 4-0

3. Pitney Bowes Lease Agreement Renewal

Motion: John Childers

Second: Mike Clifton

To approve Pitney Bowes Lease Agreement for \$151.34 a month.

Motion Approved: 4-0

4. Annexation to include the District Office
Motion: John Childers
Second: Mike Clifton
To authorize BGE to get the meets & bounds and petition for annexation including the District Office
Motion Approved: 4-0
5. EVO Report
Discussion, no action.
6. Permits for demolition of structures
Table, bring back on next agenda
7. Resolution Prevailing Wage Rate
Motion: John Childers
Second: Mike Clifton
To accept the Resolution Prevailing Wage Rate
Motion Approved: 4-0
8. Customer complaint – Bottger/Polk Ave- Elder/16 Koinonia
Motion: Mike Clifton
Second: John Childers
To approve to waive the \$100 fee for Mr Bottger on Polk Ave.
Motion Approved: 4-0
9. Amendments to Rules & Regs 3.11 – Water & Sewer charges
No action
10. SB3 Compliance Requirements
Motion: John Childers
Second: Nathan O'Neill
To approve Phillip Givens of Superior Management to file the SB3 Compliance Requirements with the fee of \$2000.
Motion Approved: 4-0
11. Request for Leasing of District Property for agriculture (Grazing) use
Table
12. New policies and regulations, including District fees, regarding capping of abandoned or open sewer lines and open pipes
Motion: John Childers
Second: Mike Clifton
To approve to make repairs by capping of abandoned and open sewer lines/pipes and bill the customer at the District Manager's discretion.
Motion Approved: 4-0
13. Change of Out of District Rates
Motion: John Childers
Second: Mike Clifton
To change the Out of District rates to 5/8(\$127.50), 1" (\$251.26), 2" (\$540), 3" (\$962.76), 4" (\$1632.26) and 6" (\$2582).

Motion Approved: 4-0

14. Resolution Expressing Intent to Reimburse

Motion: John Childers

Second: Mike Clifton

To approve the Resolution Expressing Intent to Reimburse

Motion Approved: 4-0

15. Resolution authorizing application to The Texas Commission on Environmental Quality for use of Surplus Bond Funds

Motion: John Childers

Second: Mike Clifton

To approve the Resolution authorizing application to The Texas Commission on Environmental Quality for use of Surplus Bond Funds.

Motion Approved: 4-0

16. Touchstone District Services - Communications Report Discussion

17. Rawley McCoy – Building Update Discussion

18. General Rules 6.1

Motion: John Childers

Second: Mike Clifton

To approve the change in General Rule 6.1 to read “If water services are available, water connection must be made prior to any connection of the wastewater system. In order to discharge wastewater and be connected to the wastewater system, connection to the water system is mandatory if it is available, connection to the water system must be made within one year of its availability.”

Motion Approved: 4-0

19. Monthly board meeting back to the third Thursday of the month

Motion: John Childers

Second: Mike Clifton

To approve the change of the monthly board meeting back to the third Thursday of the month starting January 2022.

Motion Approved: 4-0

20. Consider salary adjustments

Motion: John Childers

Second: Mike Clifton

To approve the starting salary of \$17 for a field technician and \$18 for the compliance technician.

Motion Approved: 4-0

21. Approve proposal for smoke testing

Motion: John Childers

Second: Nathan O'Neill

To approve the proposal from USI Land Surveying + Aerial Imaging for the smoke testing in the amount of \$205 per pit.

Motion Approved: 4-0

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. September 9, 2021 Regular Board Minutes

2. APPROVAL OF PAYABLES

A. Port O'Connor Improvement District – Payables

B. Defined Area – Payables

C. Pay Request #1 – 2021 Water & Sewer Improvement Project – Lester Contracting, Inc

Motion: John Childers

Second: Mike Clifton

To approve all minutes & payables on the consent agenda.

Motion Approved: 4-0

E. Goldman, Hunt & Notz, Donald Goldman

A. Financial Reports

B. Prosperity Bank Investment Report

C. CCAD Ad Valorem Tax Report

D. Defined Area Financial Report

E. Due from/Due to Report

F. Report from BGE, Matthew Froelich

A. System Survey

B. Geographic Information System (GIS)

C. Utility Map Update

D. Valve & Hydrant Placement Evaluation

E. Water System Model

F. Engineering Study Update

G. Report of General Manager, Phillip Givens via video conference

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. District Master Plan

G. Invoice Review

H. Tax Collection Reports

H. Report of District Manager, Oscar Pena

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

I. **EXECUTIVE SESSION******

The Port O'Connor Improvement District may consider in Executive Session any of the identified items posted on the agenda pursuant to the following exceptions:

- Texas Government Code Ann. § 551.071: Consultation with Attorney
- Texas Government Code Ann. § 551.072: Real Property
- Texas Government Code Ann. § 551.074: Personnel Matters

The meeting adjourned at 3:57 p.m.

Respectfully submitted,



Danny McGuire, President



Nathan O'Neill, Secretary

Signed this 11 day of November, 2021.

These minutes were approved on November 11, 2021