

ORIGINAL



Port O' Connor Improvement District

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

Minutes

February 11, 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, February 11 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, David Randolph and Nathan O'Neill

DIRECTORS ABSENT: Mike Clifton and John Childers

ALSO PRESENT: Oscar Pena, Kim Stafford, John Mercer (Mercer Construction) and Phillip Givens (Superior Management)

PRESENT ON PHONE: Donna Grafe-Tucker (Walker Keeling LLC), Tim Applewhite (McCall Gibson Swedlund Barefoot PLLC), and Matt Froehlich (BGE Engineers)

MEMBERS OF THE PUBLIC PRESENT: Scott Mason (G&W Engineers) and Jon Arledge

B. PUBLIC COMMENT WELCOME

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

1. Audit

Motion: Nathan O'Neill

Second: David Randolph

To approve the 2020 Audit.

Motion Approved: 3-0

2. Review Arbitrage Rebate Report for the Series 2015 Bonds

Discussion, No action.

3. Ratify TML increase

Motion: Nathan O'Neill

Second: David Randolph

To ratify the TML increase.

Motion Approved: 3-0

4. LaSalle Consolidation

Discussion, No Action.

5. Website – Agendas/Newsletters

Discussion, No Action.

6. Capacity of the Elevated Storage

Motion: Nathan O'Neill

Second: David Randolph

To rescind the contract with G&W Engineers and pay them the balance owed for their time and costs.

Motion Approved: 3-0

7. Vacuum Sewer and Water lines along Adams

Motion: David Randolph

Second: Nathan O'Neill

To proceed with task order 1

Motion Approved: 3-0

8. Ratify Engineer Contract with Elite Engineering

Motion: David Randolph

Second: Nathan O'Neill

To ratify the execution of the engineering contract executed by the Board President with Elite Engineering for services related to the new District offices.

Motion Approved: 3-0

9. Adopt the final Employee Handbook

Motion: Nathan O'Neill

Second: David Randolph

To adopt the final Employee Handbook.

Motion Approved: 3-0

11. Vacuum Station upgrades and/or addition of Vacuum Station

Motion: David Randolph

Second: Nathan O'Neill

To approve AirVac to come and inspect our Vacuum stations for their input on any future upgrades.

Motion Approved: 3-0

12. Bank fund transfer authorizations

No Action

13. Sanitary control easements

Discussion, No action

14 Ground water District permits for new water system supply wells

Discussion, No Action

15. Third party bill printing – Bill printing including integration with CUSI

Motion: David Randolph

Second: Nathan O'Neill

To approve DataProse & CUSI's contract to integrate for the third-party billing.

Motion Approved: 3-0

16. Prosperity Bank renewal
Tabled

17. Policy Review – Director’s Fees & Expense Reimbursements
Discussion, No Action

18. Policy Review - Board of Directors Role in Employee Discipline
Discussion, No Action

19. Defined Area agreement & bulkhead insurance requirements
Discussion, No Action

20. Projects related to remaining 2018 & 2018(sic) bond fund
Discussion, No Action

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. January 14, 2021

2. APPROVAL OF PAYABLES

- A. Port O’Connor Improvement District – Goldman, Hunt & Knotz, Bookkeeper Report
- A. POCID – 2020 Water Distribution Improvements – Phase 2 – Application for Payment No 4
- B. POCID – Vacuum Sewer System Improvements – Application for Payment No. 6 - Final
- C. Defined Area – Goldman, Hunt & Knotz

Motion: Nathan O’Neill

Second: David Randolph

To approve all minutes & payables on the consent agenda.

Motion Approved: 3-0

E. 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

F. Report of General Manager, Phillip Givens

- 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

G. Report of District Manager, Oscar Pena

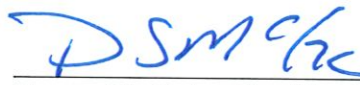
- A. District Status
- B. Work in Progress
- C. Water Production Report
- D. Administrative
- E. Purchases

H. Report of District Engineer, John Mercer

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

The meeting adjourned at 3:11 p.m.

Respectfully submitted,



Danny McGuire, President



Nathan O'Neill, Secretary

Signed this 11th day of March, 2021.

These minutes were approved on March 11th, 2021.