

**PORT O'CONNOR IMPROVEMENT DISTRICT**  
**P.O. BOX 375**  
**PORT O'CONNOR, TX 77982**

Pursuant to notice duly posted on June 8, 2015, a Regular meeting of the Port O'Connor Improvement District was called to order on Thursday, June 11, 2015, at 7:00 p.m. in the District's office located at 39 Denman Drive, Port O'Connor, Texas.

**CALL TO ORDER**

President Allen Juneke called the meeting to order and established that a quorum was present and welcomed everyone.

**DIRECTORS PRESENT:** Allen Juneke, Joe Newsome, Bryan Redding, Leon Brown and Marshall Bradford

**DIRECTORS ABSENT:** None

**ALSO PRESENT:** Victor Leach, District Manager  
Darron Gann, G&W Engineers  
Matt Froehlich, Brown & Gay Engineers  
Kelli Schmidt, District Personnel  
Donna Grafe-Tucker, General Counsel

**MEMBERS OF THE PUBLIC PRESENT:**

Susan Raybon	Bobby Raybon
Teddy Hawes	Donna Thomas
Dennis Thomas	Karl Rosenboom

**APPROVAL OF MINUTES:**

Minutes of Special Meeting May 12, 2015

**MOTION:** Joe Newsome

**SECOND:** Bryan Redding

To accept the minutes from the May 12, 2015 Special meeting.

Motion approved: 5-0

**APPROVAL OF MINUTES:**

Minutes of Regular Meeting May 14, 2015

**MOTION:** Leon Brown

**SECOND:** Joe Newsome

To accept the minutes from the May 14, 2015 Regular meeting.

Motion approved: 5-0

## **PUBLIC COMMENTS**

Teddy Hawes addressed the Board.

Susan Raybon addressed the Board and Teddy Hawes.

## **REPORTS AND RELATED ITEMS FOR CONSIDERATION**

### **DISTRICT STATUS**

Victor Leach updated the Board on the district status, work in progress, water production reports, wastewater treatment plant summaries, and effluent monitoring samples.

### **REPORT OF THE DISTRICT ENGINEERS**

Darron Gann with G & W Engineers presented the District Engineer's Report and updated the Board on the status of the engineering projects.

**MOTION:** Leon Brown

**SECOND:** Brian Redding

To approve payment of Pay Request #1 of the 10<sup>th</sup> Street Line Upgrade project.

Motion Approved: 5-0

Matt Froehlich with Brown & Gay Engineers presented several progress reports and updated the Board on the status of the engineering projects. Mr. Froehlich was informed that the 16<sup>th</sup> Street RO system project has been placed on hold.

## **ITEMS FOR CONSIDERATION**

### **1. DISTRICT EMPLOYEES ANNUAL REVIEWS AND SALARY RAISES**

There was discussion among Board members and Victor Leach regarding Nathan O'Neill's resignation, employee evaluations and raises. The Board nominated Bryan Redding to conduct an exit interview with Nathan O'Neill and report back to the Board. Victor Leach presented the Board with proposed raise amounts. This item was tabled.

### **2. DISCUSSION OF THE JANUARY 9, 2015 INVENTORY TOTALS THAT WAS PART OF THE FINANCIAL STATEMENTS DATED SEPTEMBER 30, 2014 (LB)**

Leon Brown addressed the Board regarding his concern of the large amount of inventory possessed by the District. Victor Leach advised the Board that most of the inventory was purchased prior to his employment. There was discussion regarding preparing two inventory

lists; one list with “old” inventory and one list with “new” inventory. There was discussion among the Board that the District needs maintenance inventory. No action taken.

3. THE DISTRICT MANAGER TO RECEIVE THE PRESIDENT AND VICE PRESIDENT APPROVAL BEFORE MAKING CERTAIN PURCHASES; AMOUNT TO BE DETERMINED BY BOARD MEMBERS (LB)

Leon Brown requested that the policy be amended for District Manager purchases. A board member should be contacted and made aware of large purchases.

**MOTION:** Leon Brown

**SECOND:** Marshall Bradford

To place this item on the next Regular meeting Agenda and to amend the policy for District Manager purchases.

Motion Approved: 5-0

4. INTENT TO REIMBURSE RESOLUTION (10<sup>TH</sup> STREET PROJECT) (DGT)

Donna Grafe-Tucker presented an Intent to Reimburse Resolution to reserve the option to be reimbursed for money spent on projects.

**MOTION:** Leon Brown

**SECOND:** Bryan Redding

To accept the Resolution.

Motion Approved: 5-0

5. AMENDMENT TO INTERLOCAL AGREEMENT WITH LASALLE TO INCLUDE LANGUAGE REQUIRED BY TCEQ (DGT)

Donna Grafe-Tucker presented an amendment to the Interlocal Agreement with LaSalle to include the “gallons per minute” language and an extension date to September 25, 2015.

**MOTION:** Joe Newsome

**SECOND:** Bryan Redding

To accept the Amendment to the Interlocal Agreement with LaSalle to include the language required by TCEQ.

Motion Approved: 5-0

6. RENEWAL OF INSURANCE AND BONDS (ABHR)

This item was postponed.

7. AUTHORIZE DELINQUENT TAX ATTORNEY TO PROCEED WITH THE COLLECTION OF DELINQUENT TAXES (ABHR)

This item was postponed.

8. TCEQ RESPONSE FOR COMPLIANCE INVESTIGATION DUE JULY 8, 2015 (VL)

This item was postponed.

9. CREATION OF A NEW CREW POSITION AND NECESSARY EQUIPMENT (VL)

This item was postponed.

10. SEWER MAIN EXTENSION FOR BUTLERS LANDING, SIEGELER INSURANCE (VL)

Victor Leach requested a sewer main extension for Butlers Landing and Siegeler Insurance.

**MOTION:** Marshall Bradford

**SECOND:** Leon Brown

The District will run the sewer main extension and the customers will pay the tap fees.

Motion Approved: 5-0

11. TIMOTHY PETERS ACCOUNT (PAYMENT PLAN) (KS)

Kim Stafford and Victor Leach presented the status of this account regarding the tap fee.

**MOTION:** Leon Brown

**SECOND:** Bryan Redding

To suspend the account and allow the customer to pay off the tap fee according to the Promissory Note.

Motion Approved: 5-0

12. CHANGE OR REKEY LOCKS TO FACILITIES FOR SECURITY PURPOSES

Allen Junek presented discussion on his concerns with the security of the District facilities. The District lost control when the locks were changed. There was discussion among the Board regarding Homeland Security, installing alarms, cameras, and a registered key system. Allen Junek and Victor Leach will contact ADT to get an estimate and will report back to the board. This item was tabled until the next Regular meeting.

**EXECUTIVE SESSION.**

Board members entered into a Closed Session for consultation with the District's attorneys under Section 551.074 of the Texas Government Code. The Board entered into the session at 8:40 p.m. The meeting reconvened at 8:56 p.m.

**PAYABLES AND FINANCIAL STATEMENTS**

This item was inadvertently omitted.

**ADJOURNMENT**

The meeting adjourned at 9:37 p.m.

**MOTION:** Allen Junek

**SECOND:** Leon Brown

To adjourn the meeting.

Motion Approved: 5-0

Minutes APPROVED by the Board of Directors on the 9th day of July, 2015.

ATTEST:

  
Bryan Redding, Secretary

  
Allen Junek, President