

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

Pursuant to notice duly posted on May 11, 2015, a Regular meeting of the Port O'Connor Improvement District was called to order on Thursday, May 14, 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 Junek called the meeting to order and established that a quorum was present and welcomed everyone.

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

DIRECTORS ABSENT: None

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

MEMBERS OF THE PUBLIC PRESENT:

Susan Raybon	Wil Kleck
Marilyn Miller	Troy Beaudry
Pauline Beaudry	David Emery

APPROVAL OF MINUTES:

Minutes of Regular Meeting February 13, 2015

MOTION: Leon Brown

SECOND: Marshall Bradford

To accept the minutes from the February 13, 2015 Regular meeting.

Motion approved: 5-0

APPROVAL OF MINUTES:

Minutes of Special Meeting April 9, 2015

MOTION: Joe Newsome

SECOND: Bryan Redding

To accept the minutes from the April 9, 2015 Special meeting.

Motion approved: 3-2

Opposed: Leon Brown and Marshall Bradford

APPROVAL OF MINUTES:

Minutes of Special Meeting April 28, 2015

MOTION: Marshall Bradford

SECOND: Leon Brown

To accept the minutes from the April 28, 2015 Special meeting, subject to the removal of the language "in hold over capacity".

Motion approved: 5-0

PUBLIC COMMENTS

Troy Beaudry addressed the Board.

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

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

Matt Fralick with Brown & Gay Engineers presented several progress reports and updated the Board on the status of the engineering projects.

ITEMS FOR CONSIDERATION

1. REVIEW AND CONSIDER APPROVAL OF THE PRELIMINARY AND FINAL PLAT OF THE BIG FISH SUBDIVISION AS PRESENTED BY G&W SURVEYING AND TAKE ANY ACTION DEEMED NECESSARY

MOTION: Leon Brown

SECOND: Marshall Bradford

To approve the preliminary plat of the Big Fish Subdivision. Final plat will be reviewed and considered for approval once final language is added, subject to no changes to the easements.

Motion Approved: 5-0

2. CONTRACT WITH APPRAISAL DISTRICT TO COLLECT DEFINED AREA TAXES

Donna Grafe-Tucker presented discussion on the County and Appraisal District contracts to collect taxes for the District. The County contracts with the Appraisal District. The Defined Area contract expires December 31, 2015. The Port O'Connor Improvement District has to give notice by June 1, 2015, to terminate its contract with the County.

3. CONTRACT WITH AUTHORIZED ENTITY FOR COLLECTION OF PORT O'CONNOR IMPROVEMENT DISTRICT TAXES

MOTION: Brian Redding

SECOND: Joe Newsome

To give notice to the County by June 1, 2015, that the District does not plan to renew its contract with the County to collect District taxes.

Motion Approved: 5-0

4. APPROVE ANNUAL REPORT AND AUTHORIZE FILING OF SAME IN ACCORDANCE WITH THE DISTRICT'S CONTINUING DISCLOSURE OF INFORMATION AGREEMENT AS REQUIRED BY SEC RULE 15C2-12

Donna Grafe-Tucker informed the Board that Allen, Boone, Humphries, Robinson filed the District's Continuing Disclosure of Information annual report in accordance with the Bond documents in order for the reporting deadline to be met.

MOTION: Leon Brown

SECOND: Brian Redding

To approve the filing of the District's Continuing Disclosure of Information annual report.

Motion Approved: 5-0

5. TRAVEL REIMBURSEMENT GUIDELINES AND DIRECTOR EXPENSES FOR THE AWBD SUMMER CONFERENCE

No one is scheduled to attend. This item was passed.

6. APPROVE CONSUMER CONFIDENCE REPORT, AUTHORIZE OPERATOR TO MAIL CONSUMER CONFIDENCE REPORT AND AUTHORIZE OPERATOR TO FILE CERTIFICATE OF MAILING WITH THE TCEQ

The Consumer Confidence Report is due by July 1, 2015. This item was passed.

7. REVIEW OF THE INVESTMENT POLICY

Donna Grafe-Tucker presented discussion on the District's investment policy. The investment policy is reviewed every year. Municipal Accounts recommended not amending the investment policy at this time. The 2 year bank depository expires May 31, 2015. There was discussion among the Board on establishing an investment committee.

MOTION: Brian Redding

SECOND: Joe Newsome

To not amend the investment policy at this time.

Motion Approved: 5-0

8. UNIQUE HR CLIENT SERVICES AGREEMENT

Victor Leach advised the Board that this item was on the Agenda in December 2014 and was approved by the Board, subject to approval by Counsel. This item was placed on the January Agenda for discussion on the amended contract and the costs associated with the contract. The item was tabled at the January meeting. This item was placed on the February Agenda. Donna Grafe-Tucker advised the Board at the February meeting that revisions were being made to the contract to clear things up. The item was tabled at the February meeting. There was discussion among Board members on contract changes and budget. Donna Grafe-Tucker will provide the Board with red-line changes to the agreement. Wil Kleck with Unique HR presented documents and addressed the Board on the services and costs.

MOTION: Marshall Bradford

SECOND: Leon Brown

To rescind the agreement.

Motion Failed: 2-3

MOTION: Joe Newsome

SECOND: Marshall Bradford

To postpone the agreement until the next regular scheduled June Meeting.

Motion Approved: 5-0

9. WEBSITE GUIDELINES; POSTING MINUTES AND AGENDAS

Allen Junek presented discussion to the Board regarding the need to keep the public informed. There was discussion among Donna Grafe-Tucker and the Board members. There was discussion among the Board to put policies and procedures in place regarding the website. Allen Junek requested Susan Raybon's opinion of what a customer would like to see on the website.

MOTION: Brian Redding

SECOND: Leon Brown

To post current approved Minutes on the District website.
Motion Approved: 5-0

10. DISCUSS REVISIONS MADE TO HARDSHIP APPLICATION

Marshall Bradford presented discussion to the Board on the Hardship Application revisions. The application was reduced from 8 pages to 4 pages and the poverty level was moved to the federal level. He recommended that a new application does not need to be filled out every 6 months; that we should have a form that states no changes in their application have occurred in the last 6 months. There was discussion among Board members and Donna Grafe-Tucker regarding costs to the District and State agencies that offer assistance.

MOTION: Marshall Bradford

SECOND: Leon Brown

To accept the revisions to the Hardship Application.

Motion Failed: 2-3

13. REVISE BANK ACCOUNT TO A 3 SIGNATURE ACCOUNT

Victor Leach advised the Board that the bank account is currently a 2 signature account. There was discussion among Board members that the current bank cards only require 2 signatures on checks. There is a statute in place that requires a majority of the Board to sign checks.

MOTION: Brian Redding

SECOND: Leon Brown

To revise the bank cards to a 3 signature card.

Motion Approved: 5-0

PAYABLES AND FINANCIAL STATEMENTS

The payables and financial reports were reviewed and approved.

MOTION: Leon Brown

SECOND: Brian Redding

To pay the bills.

ADJOURNMENT

The meeting adjourned at 11:00 p.m.

MOTION: Allen Junek

SECOND: Leon Brown

To adjourn the meeting to a later date to cover the remaining Agenda items.
Motion Approved: 5-0

MINUTES APPROVED BY THE BOARD OF DIRECTORS ON the 11 day of
June, 2015.

ATTEST:


Bryan Redding, Secretary


Allen June, President