

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

Pursuant to notice duly posted on September 8, 2017, a SPECIAL meeting of the Port O'Connor Improvement District was called to order on Tuesday, September 12, 2017 at 1:00 p.m. in the District's office located at 39 Denman Drive, Port O'Connor, Texas

**A. CALL TO ORDER**

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

DIRECTORS PRESENT: Leon Brown, Marshall Bradford, and Bobby Raybon

DIRECTORS ABSENT: Nathan O'Neil and James Martin

ALSO PRESENT: Carol Morrison, Municipal Accounts & Consulting, L.P., Bookkeeper  
Kaye Townley, Municipal Accounts & Consulting, L.P., Bookkeeper  
Ronald Kettelman, USW Utility Group, Personnel  
Callie Stafford, USW Utility Group, Personnel

MEMBERS OF THE PUBLIC PRESENT: None

**B. ITEMS FOR CONSIDERATION AND TAKE APPROPRIATE ACTION IF NEEDED: \***

1. "Presentation of information for upcoming 2017/2018 budget by Kaye Townley of Municipal Accounts."

Kaye Townley gave the presentation for the 2017/2018 budget. President Brown would like subcategories under miscellaneous category so they know what they are for with a GL code. President Brown requests that code 14300 be taken down to \$5,000 and for code 14330 to stay at \$10,000. The Board requested that USW Utility Group find out if they are to pay for Fagan answering Service or if it is the districts cost. The board requested the Election expense be made to a \$0 amount as there will be no election till the following year. Director Brown presents his issues with USW Utility Groups base contracts price, he would like maintenance tech removed. The board went into recess at 2:10 p.m. and restarted at 2:16 p.m., Kaye Townley redid the base rate for USW Utility Group at \$879,244.35. President Brown would like Administrative fees to be more specific and have subcategories. Upgrades for assets will be paid through bond. The board went in a recess at 2:44 p.m. and went back in session at 2:52 p.m.

2. "Review proposal of Mark Barnes, land asset report for Port O Connor Improvement District and authorize the President to execute a professional services agreement with Mark Barnes after review by General Counsel."

Mark Barnes will do an appraisal on districts eleven lots for \$3,400, Director Bradford was allotted \$1,500, but was not recorded in the minutes.

Director Bradford makes a motion to approve Mark Barnes proposal.

MOTION: Marshall Bradford

SECOND: Bobby Raybon

Motion approved: 3-0

3. "Review proposals for front door lock and authorize the President to execute a purchase order with the board approved proposal."

The board reviewed the updated proposal from GoKeyLess for the front door lock at office.

Director Bradford makes a motion to approve the proposal for the front door lock from GoKeyLess.

MOTION: Marshall Bradford

SECOND: Bobby Raybon

Motion approved: 3-0

4. "Discuss and adopt proposed POCID and POCID Defined Area No.1 budgets for 2017/2018 fiscal year and authorize sending to wholesale customer s for review and comment on parts of budget applicable to their services."

The Board of Directors did not have a proposed budget for Defined Area 1.

President Brown makes a motion to adopt budget for Port O' Connor through the 2017-2018 year not to include Defined Area 1.

MOTION: Leon Brown

SECOND: Marshall Bradford

Motion approved: 3-0

#### C. 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

Consultation with General Counsel pursuant to Texas Government Code Section 551.071, Consultation with Attorney, on pending or contemplated litigation; or a settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Texas Government Code Chapter 551 for the purpose of receiving legal advice concerning status of pending projects, including but not limited to:

The Board of Directors did not convene into Executive Session.

#### D. ACTION AS A RESULT OF EXECUTIVE SESSION

The Board of Directors did not convene into executive session.

#### E. ITEMS FROM BOARD MEMBERS (Note: Board members may request specific factual information, recitation of existing policy, or placement of items on the Agenda for discussion at a later meeting.)

Director Bradford requested that procedures for purchases at POC Hardware be put on the September 21, 2017 Regular meeting.

#### F. ADJOURN


Director Bradford makes a motion to adjourn.

MOTION: Marshall Bradford  
SECOND: Bobby Raybon  
Motion approved: 3-0

The meeting adjourned at 3:01 p.m.

Minutes APPROVED by the Board of Directors on the \_\_\_\_ day of September 2017.

ATTEST:

  
\_\_\_\_\_  
Bobby Raybon, Secretary

  
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Leon Brown, President