



## **Port O' Connor Improvement District**

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

**Minutes**

**December 10, 2020 1:00 pm**

**Environmental Information Document Public Meeting**

The Board of Directors of the Port O'Connor Improvement District held a **Environmental Information Document Public Meeting** on **Thursday, December 10, 2020 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, Nathan O'Neill and John Childers

**DIRECTORS ABSENT:** Mike Clifton

**ALSO PRESENT:** Oscar Pena, Kim Stafford, Philip Givens (Superior Management), Donna Grafe-Tucker (Walker Keeling LLC), John Mercer (Mercer Construction),

**MEMBERS OF THE PUBLIC PRESENT:** Donald Goldman (Goldman, Hunt & Notz, LLP) and Lisa Mash (Atkins)

**B. PUBLIC COMMENT WELCOME**

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

**Environmental Information Document Public Meeting Presentation**  
**No Action Taken**

**The meeting adjourned at 1:07 p.m.**



# Port O' Connor Improvement District

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

## Minutes

December 10, 2020 1:00 pm

## Regular Board Meeting

The Board of Directors of the Port O' Connor Improvement District held a Regular Board Meeting on **Thursday, December 10, 2020 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 1:07 p.m. and established that a quorum was present and welcomed everyone.

**DIRECTORS PRESENT:** Danny McGuire, David Randolph, Nathan O'Neill and John Childers

**DIRECTORS ABSENT:** Mike Clifton

**ALSO PRESENT:** Oscar Pena, Kim Stafford, Philip Givens (Superior Management), Donna Grafe-Tucker (Walker Keeling LLC), John Mercer (Mercer Construction),

**MEMBERS OF THE PUBLIC PRESENT:** Donald Goldman (Goldman, Hunt & Notz, LLP) and Lisa Mash (Atkins)

### B. PUBLIC COMMENT WELCOME

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

1. Contract with Rawley McCoy & Associates and proposed district proposed office construction

**Motion:** John Childers

**Second:** David Randolph

To approve a contract with Rawley McCoy & Associates and proposed district proposed office construction with a \$800,000 budget and POCID District Manager's acting as District representative.

Motion Approved: 4-0

2. Approve preliminary and final plat for Risher Subdivision.

**Tabled**

3. Presentation from G&W for elevated storage tank.

**Motion:** John Childers

**Second:** Nathan O'Neill

To allocate funds of \$500,000 to G&W Engineering contingent on the approval of contract for the construction of a new elevated storage tank.

Motion Approved: 4-0

4. G & W presentation on AMI/Smart Meters.

**Motion:** John Childers

**Second:** Nathan O'Neill

To ratify the contract with G&W Engineers to advertise for bids for AMI/Smart meters

Motion Approved: 4-0

5. BGE engagement for master plan, map updates and other district special projects.

**Motion:** John Childers

**Second:** David Randolph

To allow ABHR to handle the contract for BGE for master plan, map updates and other district projects and for the District President to execute once acceptable to legal counsel.

Motion Approved: 3-0

6. Easement for RO Discharge

**No Action**

7. Contract proposals for accounts arbitrage services.

**Motion:** David Randolph

**Second:** John Childers

To approve ta contract with Omicap for arbitrage services.

Motion Approved: 4-0

8. Contract with Goldman, Hunt & Notz & update on bookkeeping service

**Motion:** John Childers

**Second:** Nathan O'Neill

To ratify the actions of the committee and execution of the contract for Goldman, Hunt & Notz for bookkeeping services.

Motion Approved: 4-0

9. Appoint an investment officer & authorize training

**Motion:** Nathan O'Neill

**Second:** John Childers

To appoint Danny McGuire for the investment officer & authorize investment training.

Motion Approved: 4-0

10. Transferring investment account control to Prosperity Bank Trust Department.

**Motion:** John Childers

**Second:** Nathan O'Neill

To ratify transferring investment account control to Prosperity Bank Trust Department.

Motion Approved: 4-0

11. Employee Handbook update.

**Table**

12. Contract with Civil engineering firm for proposed District office.

**Table**



13. Contract with UniFirst

**Motion:** Nathan O'Neill

**Second:** David Randolph

To approve the contract with UniFirst.

Motion Approved: 4-0

14. Contract with CUSI billing Software

**Motion:** John Childers

**Second:** Nathan O'Neill

To ratify the acts of the committee and execution of contract with CUSI billing software.

Motion Approved: 4-0

15. LaSalle WCID 1A consolidation

**No Action**

16. LaSalle WCID 1A Water Reconciliation and Annual True up

**Table**

17. Contract with Waste Management for municipal waste services at District office

**No action taken.**

18. Letter of Service for the Navigation District

**Motion:** John Childers

**Second:** David Randolph

To authorize District Counsel to send a letter of service to the Navigation District.

Motion Approved: 4-0

19. Develop a committee to approve plats upon District Engineer's approval

**Motion:** John Childers

**Second:** David Randolph

To authorize the Board President to sign on any plats as the District Engineer approves them.

Motion Approved: 4-0

20. Defined Area – Board approval for Tax fund reimburse and all necessary requirements for obtaining same.

**Motion:** David Randolph

**Second:** John Childers

To authorize \$12,974.58 in expenses to be reimbursed, to require future distributions come before the board for approval and to maintain at least \$30,000 in account.

Motion Approved: 4-0

21. Authorization to transfer Defined Area accounts to Prosperity Bank.

**Motion:** John Childers

**Second:** David Randolph

To authorize Defined Area accounts to be transferred to Prosperity Bank and to authorize the Board President to sign all documents necessary to effectuate the transfer.

Motion Approved: 4-0

22. Resolution authorizing electronic drafts for monthly bills

**Motion:** John Childers

**Second:** Nathan O'Neill

To adopt the proposed a resolution to pay for reoccurring monthly bills by electronic draft.

Motion Approved: 4-0

23. Authorize signature cards for First National Bank & Prosperity Bank

**Motion:** John Childers

**Second:** Nathan O'Neill

To authorize the execution of the new signature cards First National Bank & Prosperity Bank for the new directors.

Motion Approved: 4-0

24. Termination of bookkeeping contracts

**Motion:** John Childers

**Second:** David Randolph

To ratify the termination of Municipal Accounts bookkeeping services.

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. October 26, 2020 Special Board Meeting Minutes

B. November 16, 2020 Regular Board Meeting Minutes

## **2. APPROVAL OF PAYABLES**

A. Port O'Connor Improvement District – Municipal Accounts & Consulting, LP, Bookkeeper Report

B. Pay request #2 -2020 Water Distribution Improvements – Phase 2

C. Pay request #5 – Vacuum Sewer System Improvements – Application No 5

**Motion:** Nathan O'Neill

**Second:** John Childers

To approve all Minutes & Payables on the consent agenda.

Motion Approved: 4-0

**3. Report of General Manager, Phillip Givens**

**Discussion took place over the following:**

- 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. AVR MBA Program
- G. District Master Plan
- H. Invoice Review
- I. Tax Collection Reports

**4. Report of District Manager, Oscar Pena**

**Discussion took place over the following:**

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

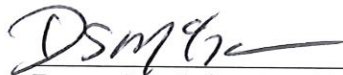
**5. Report of District Engineer, John Mercer**

**Brian Kramer discussed the following:**

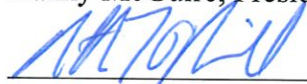
- A. TWDB Project 21750 Update
- B. Status of TCEQ Bond Projects.
- C. Status of TWDB Bond Projects.

**The meeting adjourned at 3:39 p.m.**

Respectfully submitted,



Danny McGuire, President



Nathan O'Neill, Secretary

Signed this 14<sup>th</sup> day of January, 2021.

These minutes were approved on January 14, 2021.