



# Port O' Connor Improvement District

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

## Minutes

November 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, November 11, 2021 at 1:02 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, John Childers, David Randolph and Nathan O'Neill

**DIRECTORS ABSENT:** Mike Clifton

**ALSO PRESENT:** Oscar Pena, Kim Stafford, Phillip Givens (General Manager), Donna Grafe-Tucker (General Counsel) and Brian Kramer (Mercer)

**PRESENT BY ZOOM:** Wendy Duncan, Whitney Higgins (ABHR), Matt Froehlich (BGE), Donald Goldman (Goldman, Hunt & Notz) Ethan Demary (BGE), Michael Willet (Touchstone) & Robyn German (ABHR)

**MEMBERS OF THE PUBLIC PRESENT:** None

### B. PUBLIC COMMENT WELCOME

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

#### 1. Consolidation Election, including:

a. Adopt Order Canvassing Returns and Declaring Results of Consolidation Election  
Elección de Consolidación de 2020; including:

a. Adoptar Orden de Escrutinio y Declaración de la Elección de Consolidación.

**Motion:** John Childers

**Second:** David Randolph

To accept the results of the Consolidation Election

Motion Approved: 4-0

#### 2. Annual District Calendar

Discussion, no action.

#### 3. Permits for demolition of structures

**Motion:** John Childers

**Second:** Nathan O'Neill

To approve the permit for demolition of structures with a fee of \$50

Motion Approved: 4-0

4. File SB3 Compliance – Phillip  
Discussion, no action
5. Proposal for Vacuum Station No 1 Improvements  
**Motion:** John Childers  
**Second:** Nathan O'Neill  
To approve the BGE proposal for the Vacuum Statom #1 Improvements.  
Motion Approved: 4-0
6. Issues with the Tax authority  
Discussion, no action.
7. Master plan & possible bond authorization  
Discussion, no action.
8. Compliance of RV Parks  
Discussion, no action.
9. Clarification of holiday schedule  
**Motion:** John Childers  
**Second:** Nathan O'Neill  
To approve changing the wording of the employee handbook giving the District Managers discretion on if the holiday falls on a weekend to give employees Friday or Monday off.  
Motion Approved: 4-0
10. Annexation Policy  
Table
11. Required Consolidation Actions and Procedures for Consolidation with LaSalle WCID 1A  
**Motion:** John Childers  
**Second:** Nathan O'Neill  
Billing procedures of LaSalle WCID 1A prior to execution of consolidation order is on the discretion of the auditor & District Manager.  
Motion Approved: 4-0
12. Annexation of Out of District Property  
Table
13. Ratify Amended Resolution Expressing Intent to Reimburse  
**Motion:** John Childers  
**Second:** Nathan O'Neill  
To ratify amended Resolution Expressing Intent to Reimburse  
Motion Approved: 4-0
14. Rawley McCoy – Building Update  
Discussion, no action.
15. Touchstone District Services – Contracts and Communications Report  
Discussion, no action

16. Cyber Security Training  
Training

**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 12, 2021 Special/Town Hall Consolidation Election Board Minutes
- B. October 14, 2021 Regular Board Minutes
- C. October 26, 2021 Special Board Minutes

**2. APPROVAL OF PAYABLES**

- A. Port O'Connor Improvement District – Payables
- B. Defined Area – Payables
- C. Pay Request #3 – 2021 Installation of Air Intakes on Sewer Pods – Reddico Construction Company, Inc
- D. Pay Request #1 – 16<sup>th</sup> St Elevated Storage Tank Rehabilitation Project

**Motion:** John Childers

**Second:** Nathan O'Neill

To approve all minutes & payables on the consent agenda.

Motion Approved: 4-0

**E. Goldman, Hunt & Notz, Donald Goldman**

- A. Financial Reports
- B. Prosperity Bank Investment Report
- C. CCAD Ad Valorem Tax Report
- D. Defined Area Financial Report
- E. Due from/Due to Report

**F. 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

**G. Report of General Manager, Phillip Givens via video conference**

- 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

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

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

**I. \*\*\*\*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

**The meeting adjourned at 2:58 p.m.**

Respectfully submitted,



Danny McGuire, President



Nathan O'Neill, Secretary

Signed this 9 day of December, 2021.

These minutes were approved on December 9, 2021