

ORIGINAL



Port O' Connor Improvement District

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

Minutes

Monday, January 18, 2024 1:00 pm

Regular Board Meeting

The Board of Directors of the Port O' Connor Improvement District held a Regular Board Meeting on **Monday, January 18, 2024 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, John Childers, Victor Mozisek, and Nathan O'Neill

DIRECTORS ABSENT: Mike Clifton

ALSO PRESENT: Oscar Pena, Kim Stafford, Donald Goldman (District Bookkeeper), Phillip Givens (General Manager), Bill Kotlan (BG&E), Mike Barette (BG&E) and Donna Grafe-Tucker (District Counsel)

ALSO PRESENT BY PHONE: Alyssa Saccomen (Audit) and Whitney Higgins (Special Counsel)

MEMBERS OF THE PUBLIC PRESENT: Reed Wagner, Paul Spaeth (CCAD) and Tammy Blakeman (CCAD).

B. PUBLIC COMMENT WELCOME

Kenneth Friedel (Friedel Drilling), Anita Thakar (VCS) and Eric Seeger (TGI)

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

1. Status updates on Engineering Projects, including the wells, RO system, distribution, and discharge lines and Vacuum stations

Discussion, no action.

2. VCS updates and take any appropriate action including but not limited to purchases and contracts on communication improvements

Discussion, no action.

3. Audit
Motion: Victor Mozisek
Second: John Childers
To accept the 2022 Audit for Port O'Connor Improvement District.
Motion Approved: 3-0

4. Investment Report
Discussion, no action.

5. CCAD Contract
Motion: John Childers
Second: Victor Mozisek
To approve 2024 interlocal agreement between Calhoun County Appraisal District, Port O'Connor Improvement District and Defined Area #1A for tax collection services.
Motion Approved: 3-0

6. Obtaining Park Powers
Discussion, no action.

7. District Reimbursement – Martin Midstream sale
Discussion, no action.

8. TML Insurance Premiums
Discussion, no action.

9. Annual Cybersecurity training requirement
Discussion, no action.

10. Annual Disclosure statements from Investment Officer & Bookkeeper
Motion: Victor Mozisek
Second: Nathan O'Neill
To approve and accept the Annual Disclosure statements from the Investment Officer & Bookkeeper.
Motion Approved: 3-0

11. Annual CPI Increase for Republic
Discussion, no action.

12. Policies, including Directors Code of Conduct
Motion: John Childers
Second: Victor Mozisek
To approve the Directors Code of Conduct with the proposed ratification of expenses and reimbursement amendment.
Motion Approved: 3-0

13. Change Order No. 3 for Water Well Nos. 3, 4, 5, 6 & 7 for Friedel Drilling Company for \$21,000.00.
Motion: Victor Mozisek
Second: Nathan O'Neill
To approve the Change Order No. 3 for Water Wells Nos 3,4,5,6 & 7for Friedel Drilling Company in the amount of \$21,000.
Motion Approved: 3-0

14. Pay Request No. 3 for Friedel Drilling Company (Water Well Project) for \$54,900.00.

Motion: Victor Mozisek

Second: Nathan O'Neill

To approve the Pay Request No 3 for Friedel Drilling Company (Water Well Project) for \$54,900.

Motion Approved: 3-0

15. Pay Request No. 3 for Viking Industrial Painting (Sanctuary Rehab Project) for \$100,359.00.

Motion: John Childers

Second: Victor Mozisek

To approve Pay Request No 3 for Viking Industrial Painting (Sanctuary Rehab Project) in the amount of \$100,359.

Motion Approved: 3-0

16. Pay Request No. 4 for Paso Robles Tank (Raw Water Storage Tank Project) for \$88,722.00.

Motion: Victor Mozisek

Second: John Childers

To approve Pay Request No. 4 for Paso Robles Tank (Raw Water Storage Tank Project) in the amount of \$88,722.

Motion Approved: 3-0

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. December 18, 2023 - Regular Board Meeting

2. APPROVAL OF PAYABLES

A. Port O'Connor Improvement District – Payables

B. Defined Area – Payables

C. Capital Improvements Projects

Motion: John Childers

Second: Victor Mozisek

To approve all minutes & payables on the consent agenda.

Motion Approved: 3-0

E. Goldman, Hunt & Notz, Donald Goldman

A. Account Balances

B. Cadence Investment Fund Statement

C. Actual vs Budget Monthly Breakdown

D. Actual vs Budget Comparison

E. Accountant's Compilation Report

F. Financial Statements

G. Cost Comparisons

F. Report from BGE, Bill Kotlan

Consider & take appropriate action on:

- A. 2022 TWDB Projects
- B. Bond Issue No 3 Projects
- C. General Fund Maintenance Projects
- D. Engineering matters, including preparation and approval of plans and specifications, advertisement for bids, bid review, contract award, pay estimates, and change orders, acceptance of projects, deeds, related environmental proposals, easements, encroachment agreements, right of entry agreements, conflicts waivers, and request for service or utility Commitments.

G. Report of General Manager, Phillip Givens

Consider & take appropriate action on:

- A. Operating Policy Review
- B. TWDB AMPSS Program Grant Application
- C. TCEQ EPP

H. Report of District Manager, Oscar Pena

Consider & take appropriate action on:

- A. District Status
- B. Work in Progress
- C. Water Production Report
- D. Water Quality
- E. Wastewater Treatment
- F. Administrative

The meeting adjourned at 3:03 p.m.

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

Respectfully submitted,



Danny McGuire, President



Nathan O'Neill, Secretary

Signed this 15 day of February, 2024.

These minutes were approved on February 15, 2024.