

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

Pursuant to notice duly posted on April 17, 2017, a **REGULAR** meeting of the Port O'Connor Improvement District was called to order on Thursday, April 20, 2017 at 6:30 p.m. in the District's office located at 39 Denman Drive, Port O'Connor, Texas.

**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, Nathan O'Neill, Allen Juneck, Bobby Raybon, Marshall Bradford and James Martin

**DIRECTORS ABSENT:** None

**ALSO PRESENT:** Kim Stafford, USW Utility Personnel  
Linda Sjogren, Bojorquez Law Firm  
Gene Chisum, USW Utility Group  
Ron Ketteman, USW Utility Group  
Chad Sillers, USW Utility Group  
Corey Bostick, USW Utility Group  
Darrell Faykus, USW Utility Group

**MEMBERS OF THE PUBLIC PRESENT:**

Susan Raybon, Dennis Thomas, Marilyn Miller, Trent Tagliabue, Ken Lester, Donna Thomas and Tonya Miller

**PUBLIC COMMENT:**

None

**A. APPROVAL OF MINUTES:**

1. Minutes of Regular Meeting March 16, 2017
2. Minutes of Special Meeting March 23, 2017
3. Minutes of Special Meeting March 31, 2017
4. Minutes of Special Meeting April 4, 2017
5. Minutes of Special Meeting April 7, 2017

**MOTION:** Marshall Bradford

**SECOND:** Nathan O'Neill

To accept the minutes posted above.

Motion approved: 3-0 For: Marshall Bradford, Nathan O'Neill and Leon Brown

Abstained: Bobby Raybon

**B. APPROVAL OF PAYABLES:**

1. Port O'Connor Improvement District
2. Defined Area No. 1
3. Reimburse LaSalle for credit cards payments

**MOTION:** Marshall Bradford

**SECOND:** Bobby Raybon

To approve payables except for G&W Engineers & Gardere Wynn Sewell LLP

Motion Approved: 3-0 For: Marshall Bradford, Nathan O'Neill and Leon Brown

Abstained: Bobby Raybon

## **REPORTS AND RELATED ITEMS FOR CONSIDERATION**

### **DISTRICT STATUS:**

Corey Bostick presented the Project Managers report. Corey presented the Migratory Bird Survey. Darrell talked about the Billing Software. The board instructed him to get 3 bids and bring it back to the next board meeting. USW has 1 bid and is waiting for 2 more quotes to come in for metal buildings for the chloramine buildings. USW is still soliciting quotes for the light on the water tower. The board wants USW to get with general counsel to verify the height and requirements. Corey discussed the deficiencies from the tank inspection from 2016. USW would like to have the contractor come out and discuss with the Engineer and put together some estimates to fix the deficiencies. The board wants to bring back some quotes for this at the next regular meeting. Corey discussed the minutes and agendas being prepared by the General Counsel. Corey will get with general counsel about the cost. The board authorized USW to get the Accurate Meters to calibrate 4 meters for \$780.00. Corey submitted an estimate for PMI to remove existing valves and relocate. The board wants USW to get more bids. USW submitted bids to replace the Analyzers. The board wishes to revisit replacing the analyzers with a complete package in June when the board looks at next years' budget. The board authorized USW to buy 2 truck seats at \$250 each.

### **REPORT OF ENGINEERS**

A written engineers report was submitted.

## **ITEMS FOR CONSIDERATION**

1. Consideration and approval of the appointment of James Martin as a Director of the Port O'Connor Improvement District to serve the unexpired term of Allen Junek, which term shall expire in November, 2020.

**MOTION:** Marshall Bradford

**SECOND:** Nathan O'Neill

To approve the appointment of James Martin as a Director of the Port O'Connor Improvement District to serve the unexpired term of Allen Junek, which term shall expire in November, 2020.

Motion Approved: 4-0

2. Administration of the Oath of Office to James Martin.

The Oath of Office was administered and James Martin joined the Board of Directors.

3. Texas Open Government Training by General Counsel. (General Counsel)

Postponed until everyone gets the online training done.

4. Review Requests for Qualifications for Engineering Services for Construction Engineering on Texas Water Development Board Project 21750 and to hire a District Engineer.

**MOTION:** Marshall Bradford

**SECOND:** Bobby Raybon

To reject the one bid from Mercer Engineers and reissue the RFQ after changes are made to it. USW Utility Group will be responsible for posting on the POC Website and local papers and the interim Engineer will post on Engineer websites.

Motion Approved: 5-0

5. Receive a report on construction from Lester Contracting for TWDB project no. 21750.

Trent Tagliabue gave a report for Lester Contracting.

6. Authorizing USWUG to obtain a “.gov” account for the Port O’Connor Improvement District after General Counsel review of “.gov” agreement.

**MOTION:** Marshall Bradford

**SECOND:** James Martin

To approve USW Utility Group to do the necessary paperwork obtain a “texas.gov” account.

Motion Approved: 5-0

7. Presentation and opening of bids received on 2011 Ford ½ ton F-150 pick-up advertised for sealed bids, awarding of the bid to the highest bidder and authorizing the President to sign any necessary documents. (District Manager)

No bids were received; No action taken

8. Approve issuance of Requests for Qualifications for District Bond Counsel. (President Brown)

Postponed until; a new RFQ is prepared and placed on future agenda

9. Approve Pay Request 8 from Lester Contracting for TWDB project.

**MOTION:** Marshall Bradford

**SECOND:** Leon Brown

To approve pay request 8 from Lester Contracting for TWDB project for \$79,799.85.

Motion Approved: 5-0

## **EXECUTIVE SESSION**

**9:09 PM**

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

1. 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:

- a. Wastewater Treatment Plant Aeration Blower purchase agreement and warranty claim
- b. Construction & inspection deficiencies concerning TWDB Project No. 21750

**9:33 PM**

## **ACTION AS A RESULT OF EXECUTIVE SESSION**

No action was taken

**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.)

## **ADJOURNMENT**

**MOTION:** Marshall Bradford

**SECOND:** Bobby Raybon

To adjourn the meeting.

Motion Approved: 5-0

The meeting adjourned at 9:34 p.m.

Minutes APPROVED by the Board of Directors on the 18 day of May, 2017.

ATTEST.

  
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Nathan O'Neill, Secretary

  
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President, Leon Brown