

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

Pursuant to notice duly posted on August 4, 2017, a **SPECIAL** meeting of the Port O'Connor Improvement District was called to order on Wednesday, August 9, 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:** Bob Wallace of CP&Y, Incorporated  
Joel Valdez of CP&Y, Incorporated  
Ted Stawasz of CP&Y, Incorporated  
Ronald Ketteman, 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 by CP&Y, Inc.**

Bob Wallace from CP&Y, Inc gave the presentation via projector for the Board of Directors. Mr. Wallace let the board know that CP&Y, Inc. is a medium sized engineering firm that specializes in the water and wastewater industry and have offices in four states across the country. The firm has experience in reverse osmosis plants, larger plants and smaller plants. Mr. Wallace explained that the firm can work on water wells has experience building water storage tanks and is currently building an 8 million gallon storage tank for The City of Waco.

**2. Answer any questions or concerns The Board of Directors may have regarding CP&Y, Inc. Presentation**

Director Brown asked Mr. Wallace what is the largest project that CP&Y, Inc has worked on, Mr. Wallace let the board know that The City of Dallas project cost hundreds of millions of dollars. Director Brown asked Mr. Wallace if CP&Y, Inc. has ever done any projects on the coast, Mr. Wallace let the board know they currently no projects on the coast. The board wanted to know if CP&Y, Inc. has experience working with vacuum stations; CP&Y, Inc does not have experience working on vacuum stations the firm has more experience with grinder pumps. CP&Y, Inc has noticed that Port O' Connor has had issues with their plant, vacuum stations have not had proper maintenance. President Brown asked, with all the information provided does CP&Y, Inc see any conflict of interest, Mr. Wallace let the board know that there is no conflict of interest. Mr. Valdez will be the primary point of contact for the district and will be attending the monthly board meetings. Mr. Valdez let the board know that another man will be doing inspection work and will report directly to him.

**Recess**

President Brown called a recess for ten minutes at 1:31 p.m. the meeting resumed at 1:40 p.m.

3. Direct General Counsel to draft engineering services agreement for CP&Y, Inc., if needed.  
The board decided to postpone item for future date.-Tabled
4. Authorize the purchase of new air compressor for Sanctuary vacuum station #4.  
Mr. Kettelman spoke with the Board of Directors and let them know that there was an emergency call out that an air compressor had failed. Mr. Kettelman contacted President Brown for approval to purchase another compressor to replace the backup that is currently being used. LaSalle will pay for the replacement compressor plus interest.  
**MOTION:** Marshall Bradford  
**SECOND:** Bobby Raybon  
To approve purchase of a replacement air compressor for LaSalle.  
Motion approved: 3-0
5. Authorize the purchase of generator for emergency and field work.  
Mr. Kettelman purchased a replacement generator with approval from President Brown. The generator that was replaced was 10 years old and had failed and was putting out only 10 volts of electricity, the new generator is being currently used.  
**MOTION:** Marshall Bradford  
**SECOND:** Bobby Raybon  
To approve purchase of a replacement Generator for LaSalle.  
Motion approved: 3-0
6. To appoint Marshall Bradford to contact, discuss and request proposals for office renovations, parking lot paving and security cameras and to bring proposal to the board.  
President Brown recommends Director Bradford do these items.  
**MOTION:** Bobby Raybon  
**SECOND:** Leon Brown  
To approve appointing Marshall Bradford to contact discuss and request proposals for office renovations, parking lot paving and security cameras and to bring proposal to the board.  
Motion approved: 3-0
7. Create a master copy of all locks or combinations of the POCID to be kept in the POCID safe and to allow the board president and vice president to have entry to the district office and district safe.  
President Brown would like a master copy key for every lock at the Port O' Connor office and plant so the President and Vice President have access to office and safe.  
**MOTION:** Marshall Bradford  
**SECOND:** Bobby Raybon  
To approve creating a master copy of all keys at the Port O' Connor District office for President and Vice President.  
Motion approved: 3-0

C. EXECUTIVE SESSION \*\*\*  
The Board of Directors did not go into 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

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:

D. ACTION AS A RESULT OF EXECUTIVE SESSION

The Board of Directors did not go 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.)  
None to report at this time.

F. ADJOURN

**MOTION:** Marshall Bradford

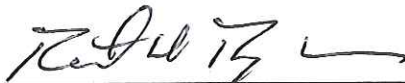
**SECOND:** Bobby Raybon

Motion approved: 3-0

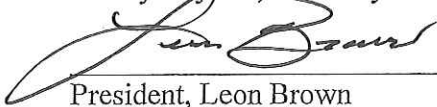
**Meeting adjourned at 3:01 p.m.**

Minutes Approved by the Board of Directors on the \_\_\_\_ day of August, 2017.

ATTEST:



Bobby Raybon, Secretary



President, Leon Brown