

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

Pursuant to notice duly posted on July 6, 2015, a Regular meeting of the Port O'Connor Improvement District was called to order on Thursday, July 9, 2015, at 7:00 p.m. in the District's office located at 39 Denman Drive, Port O'Connor, Texas.

**CALL TO ORDER**

President Allen Junek called the meeting to order and established that a quorum was present and welcomed everyone.

**DIRECTORS PRESENT:** Allen Junek, Joe Newsome, Bryan Redding, Leon Brown and Marshall Bradford

**DIRECTORS ABSENT:** None

**ALSO PRESENT:** Victor Leach, District Manager  
Jody Weaver, G&W Engineers  
Kelli Schmidt, District Personnel  
Lee Keeling, General Counsel  
Avik Bonnerjee, B&A Municipal Tax Service

**MEMBERS OF THE PUBLIC PRESENT:**

Susan Raybon	Bobby Raybon
Dennis Thomas	John "Red" Childers
Kayla Meyer	Daniel Seitz
Larry Weaver	

**PUBLIC COMMENTS:**

Avik Bonnerjee addressed the Board.  
Susan Raybon addressed the Board.  
John "Red" Childers addressed the Board.

**APPROVAL OF MINUTES:**

Minutes of Special Meeting June 2, 2015

**MOTION:** Brian Redding

**SECOND:** Joe Newsome

To accept the minutes from the June 2, 2015 Special meeting.

Motion approved: 4-1

Abstained: Marshall Bradford

**APPROVAL OF MINUTES:**

Minutes of Special Meeting June 9, 2015

**MOTION:** Leon Brown

**SECOND:** Joe Newsome

To accept the minutes from the June 9, 2015 Special meeting.

Motion approved: 5-0

**APPROVAL OF MINUTES:**

Minutes of Special Meeting June 11, 2015

**MOTION:** Bryan Redding

**SECOND:** Leon Brown

To accept the minutes from the June 11, 2015 Special meeting.

Motion approved: 5-0

**APPROVAL OF MINUTES:**

Minutes of Regular Meeting June 11, 2015

**MOTION:** Bryan Redding

**SECOND:** Joe Newsome

To accept the minutes from the June 11, 2015 Regular meeting.

Motion approved: 5-0

**APPROVAL OF MINUTES:**

Minutes of Special Meeting June 23, 2015

**MOTION:** Bryan Redding

**SECOND:** Marshall Bradford

To accept the minutes from the June 23, 2015 Special meeting.

Motion approved: 4-0

**APPROVAL OF MINUTES:**

Minutes of Special Meeting June 25, 2015

**MOTION:** Bryan Redding

**SECOND:** Joe Newsome

To accept the minutes from the June 25, 2015 Special meeting.

Motion approved: 5-0

**REPORTS AND RELATED ITEMS FOR CONSIDERATION**

**DISTRICT STATUS**

Victor Leach presented the District Manager Report and updated the Board on the district status, work in progress, water production reports, coliform samples, wastewater treatment plant summary, and effluent monitoring samples.

### **REPORT OF G & W ENGINEERS**

Jody Weaver with G & W Engineers presented the District Engineer's Report and updated the Board on the water supply status, daily flow from GBRA, 2015 Water Systems Improvement Project (10<sup>th</sup> Street line upgrade), TCEQ response letter, upcoming corrective action plan improvements, vacuum line in old RR ROW North of Blk 208, proposed utility easement along Butler Lane, Region L 2016 initially prepared plan, and G&W Engineers' billing associated with Brown & Gay Engineers. There was discussion among the Board regarding the 16<sup>th</sup> Street RO system project being placed on hold and to be placed on the next Regular meeting agenda.

### **REPORT OF BROWN & GAY ENGINEERS**

No one was present from Brown & Gay Engineers. The Board reviewed the progress reports.

### **ITEMS FOR CONSIDERATION**

#### **1. DISCUSS RV PARK POLICY AND ADOPT REVISIONS (VL)**

Victor Leach presented proposed Rules and Regulations for RV's and RV Parks for the Board to review and report back on any changes. No action taken.

#### **2. JACKSON STREET, FOISY, SCARLETT, CASSIE, JOY, AND DRUSCILLA PROJECTS (VL)**

Victor Leach presented discussion on starting these projects first and give Jody Weaver approval to get started on engineering bid packages and request bids. An initial advertisement for bids to begin in August and will coincide with the advertisement for the Master Plan projects to begin in September. Jody Weaver will send a summary transmittal letter to TCEQ by the end of this month on these projects. Victor Leach and Jody Weaver will remove items from the Master Plan to bring costs down and will report back to the Board the next meeting.

**MOTION:** Joe Newsome

**SECOND:** Bryan Redding

To approve Jody Weaver to start the engineering bid packages only, no authorization for construction.

Motion approved: 5-0

3. PLUMBING POLICY, BUILDING PERMITS, RIGHT-OF-WAYS, AND EASEMENTS (VL)

This item was tabled. No action taken.

4. DISCUSS ACCESS TO DISTRICT FACILITIES AND SECURITY QUOTES (VL)

Victor Leach presented a proposed estimate from ADT. There was discussion among the Board. The Board would like for a representative to be present at a meeting to answer any questions. This item will be placed on next month's agenda. No action taken.

5. UNIQUE HR CLIENT SERVICES AGREEMENT (VL)

Victor Leach requested if the Board had reached a decision on this contract. The Board requested additional bids from other companies. There was discussion among the Board regarding Unique HR.

**MOTION:** Marshall Bradford

**SECOND:** Leon Brown

To remove Unique HR from the bid process.

Motion Approved: 3-2

Opposed: Joe Newsome and Allen Junek

6. GOLDMAN, HUNT & NOTZ, LLP AUDIT ENGAGEMENT LETTER AND/OR SOLICIT OTHER PROPOSALS (KS)

The Board reviewed the audit engagement letter. There was discussion among the Board to solicit other proposals.

**MOTION:** Leon Brown

**SECOND:** Marshall Bradford

To solicit other proposals.

Motion approved: 5-0

7. ALLOW MUNICIPAL ACCOUNTS AND CONSULTING TO HAVE VIEW ONLY ACCESS TO THE BANK ACCOUNTS FOR PRINTING BANK STATEMENTS AND VERIFYING TRANSACTIONS THROUGHOUT THE MONTH (KS)

**MOTION:** Leon Brown

**SECOND:** Marshall Bradford

To allow Municipal Accounts and Consulting to have view only access to the bank accounts and allow them to print bank statements for the District.

Motion approved: 5-0

8. FOLLOW UP ON OPEN RECORDS REQUEST POLICIES, INCLUDING CHARGES, AND WHAT CAPACITY THE REQUESTOR IS ACTING (AJ)

Allen Junek presented discussion suggesting that the directors and the public should pay the same amount for copies which will allow the District to be consistent with Directors and the public. There was discussion regarding adding a section to the request form which would allow the District to distinguish what capacity the requestor is requesting the records, either "Director" or as a "Tax Payer". There was discussion among the Board that a Director's access to information is less restricted as long as the request is in the capacity as a Board of Director. The Board discussed possibly amending or rescinding the District policy charges. The District currently charges for copies if the fee is over \$100.00. There was also discussion among the Board regarding a director having to sign for records. No action taken.

9. DISCUSS DISTRICT AND/OR DIRECTORS CONCERNS AND ALLEDGED VIOLATIONS (AJ)

Allen Junek presented discussion on the Policies and Procedures for Public Comment at Board of Directors meetings. There was concern regarding a rate payer going over the allotted time limit, the Board addressing public comment questions, and the District being in violation of its policy. There was discussion among the Board regarding the Board addressing public comments and the wording of the District policy. No action taken.

10. INQUIRE ON THE LOCATION OF THE DISTRICT LOCK SETS (AJ)

Allen Junek requested the status of the locks being returned to the District. The locks will be returned to the District. No action taken.

11. DISCUSS TCEQ INVESTIGATION, CONCERNS, AND TIMELINE (AJ)

Allen Junek addressed the Board regarding the District being turned into TCEQ for violations. There was discussion among the Board. No action taken.

### **PAYABLES AND FINANCIAL STATEMENTS**

The payables were reviewed and approved. It was noted that the Bookkeepers Report was provided to the Directors prior to the meeting. There was discussion among the Board to add an attachment to the Agenda listing the payables.

**MOTION:** Bryan Redding

**SECOND:** Joe Newsome

To approve the payables.

Motion Approved: 3-2

Abstained: Leon Brown and Marshall Bradford

### **RULES, REGULATIONS AND POLICY STATEMENTS**

No action was taken. This item was passed.

### **EXECUTIVE SESSION.**

There was no Executive Session.

### **ITEMS FROM BOARD MEMBERS**

No items were presented.

### **ADJOURNMENT**

**MOTION:** Bryan Redding

**SECOND:** Joe Newsome

To adjourn the meeting.

The meeting adjourned at 9:30 p.m.

Minutes APPROVED by the Board of Directors on the 13th day of August, 2015.

ATTEST:

  
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Joe Newsome, Vice President

  
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Allen Juneek, President