

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

Pursuant to notice duly posted on September 5, 2017, a SPECIAL meeting of the Port O'Connor Improvement District was called to order on Friday, September 8, 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, Nathan O'Neil and Bobby Raybon

DIRECTORS ABSENT: James Martin

ALSO PRESENT: Ronald Kettelman, USW Utility Group, Personnel
Callie Stafford, USW Utility Group, Personnel

MEMBERS OF THE PUBLIC PRESENT: Jerry Ruddil

B. 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) Minutes of Regular Meeting June 22 2017
- (b) Minutes of Regular Meeting July 20, 2017
- (c) Minutes of Special Meeting August 2, 2017
- (d) Minutes of Special Meeting August 9, 2017

The board requested that item (a) minutes be corrected for the Regular Meeting on June 22, 2017 as President Brown was not present. Item (d) Director O'Neill wishes to abstain from approving as he was not present for the meeting.

Director Bradford makes a motion to approve minutes apart from item (a) that needs corrections.

MOTION: Marshall Bradford

SECOND: Bobby Raybon

Motion approved: 3-1

2. APPROVAL OF PAYABLES

- (a) Port O'Connor Improvement District
- (b) Defined Area No. 1
- (c) Reimburse LaSalle for credit cards payments

The board requested that check number 9237 in the amount of \$183.75 for Allen Boone Humphries Robinson LLP be pulled till a copy of the invoice is viewed. Check number 1017 in The amount of \$2,425.90 for G&W Engineers Inc. be pulled for review of invoice. Check number 9230 in the amount of \$435.98 made payable to Leon Brown for the purchase of speaker phone for board room was pulled due to return of speaker phone.

MOTION: Marshall Bradford

SECOND: Bobby Raybon

For approval of payables besides checks that were pulled number 9237, 1017, and 9230.

Motion approved: 4-0

3. OTHER CONSENT ITEMS

- (a) Amend Texas record retention management Order board recommendation to remove Kim Stafford and replace with Callie Stafford
- (b) Proposed preliminary and final plats of Caracol Re-subdivision No.1 prepared by Urban Surveying Inc.
- (c) Proposed preliminary and final plats of Flamingo Bay Hideaway subdivision prepared by Urban Surveying.
- (d) Proposed preliminary and final plats of Port O'Connor out-lots, out lot 6 of outblock and outlot 8 of outblock 10 re-subdivision No.1

MOTION: Marshall Bradford

SECOND: Bobby Raybon

For approval of all Other Consent Items.

Motion approved: 4-0

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

- 1. Report of US Water District Project Manager
 - A.) District Status
 - B.) Work in Progress
 - C.) Water Production Report
 - D.) Wastewater Treatment Plant Summary
 - E.) Approval of repairs and/or inventory

Ron Kettelman gave the Operations report, President Brown would like clarification on negative amounts on report by the September 21, 2017 board meeting. Director Bradford requested a list on what call out codes mean through Fagan answering service.

- 2. Report of Engineers
 - A.) Water Supply Status
 - B.) Wastewater System Status
 - C.) Other project status updates

Don Rauschuber was not present to give the Engineers report, no action was taken at the time.

D. CONSIDER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING:

1. "Discuss and adopt proposed POCID and POCID Defined Area No. 1 budgets for 2017/2018 fiscal year and authorize sending to wholesale customers for review and comment on parts of budget applicable to their services."

Item was tabled until Special meeting on September 12, 2017.

2. "Discuss and adopt proposed 2017 tax rates and debt service tax rates for POCID and POCID Defined Area No. 1, set tax rate public hearing date, and authorize notice of public hearing regarding adoption of tax rates."

The board of Directors called Julie Peak with Southwest Financial Services. Under 2016 nothing has changed on tax rates the district will need a hearing date and evaluation. Julie suggests posting the budget for .53 for debt for Port O' Connor and .47 for Defined area 1. Julie recommends about \$250,000 more on maintenance side. Tax rate must be adopted by September 21, 2017 as the hearing date is September 28, 2017 and will need to authorize posting in Port Lavaca Newspaper The Port Lavaca wave.

President Brown makes a motion for adoption of proposed tax rates for 2017 a .30 for MNO for debt a .23 for evaluation a .53 and to Defined Area 1 a .47 and to authorize and set a hearing date of September 28, 2017 for the adoption of tax rates.

MOTION: Leon Brown

SECOND: Marshall Bradford

Motion approved: 4-0

3. "Review certified vacuum tank inspections quote and recommend company to perform inspection."
Inspections will show thickness of tanks, and any corrosion, Mr. Ketteman let the board know that the tanks do have corrosion on top due to the tops not being sealed correctly. No action was taken, Board would like USW Utility Group to perform the maintenance.
4. "Review proposals for road paving at Port O' Connor Improvement District office and plant and authorize the president to execute a purchase order with the board approved proposal."
The board reviewed proposals for road paving at the Port O' Connor Improvement District Office and Sewer plant. One proposal was a spray coat and the other a hot laid asphalt. Director Bradford preferred the hot mixed asphalt that comes with a three-year warranty. President Brown would like to table till the September 21, 2017 meeting, to see if James & Son's will waive 50% Deposit with a signed contract and will need insurance information.
5. Review proposals front door lock and authorize the President to execute a purchase or with the board approved proposal.
Proposal was for front and back door of office, board would like proposal just for front door. Item was tabled till September 12, 2017 meeting where the directors could view proposal for just the front door lock.
6. "Review proposal for security camera bids and authorize the President to execute a purchase order with the board approved proposal."
Three proposals were given to The Board of Directors for security cameras. Director Bradford was most impressed with the proposal from ADT Security they will do all installation except install required

poles. President Brown would like ADT to spell Port O' Connor correctly in contract. The Board of Directors would like to get Joe Newsome out to install lines and see how much mark up with USW Utility Group will be to install poles.

Director Bradford makes a motion to approve ADT Security camera proposal, would like USW Utility Group to get with Joe Newsome on electrical, Director O'Neill opposes.

MOTION: Marshall Bradford

SECOND: Bobby Raybon

Motion approved: 3-1

E. RULES, REGULATIONS AND POLICY STATEMENTS **

"Review and discuss revisions and updates to existing Rules and Regulations, including, but not limited to Customer Service Agreement and Application Packet and Section 6.4 of rules regarding easements required as a condition of service."

Item was tabled for future board meeting.

F. 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

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:

1. August 18, 2017 Lester Contracting Inc. /Port O'Connor Improvement District Supplemental Response to Notice and Demands contained in July 21, 2017 POCID Correspondence.
2. Republic Contract for Waste Services

The Board did not convene into Executive Session.

G. ACTION AS A RESULT OF EXECUTIVE SESSION

1. August 18, 2017 Lester Contracting Inc. /Port O'Connor Improvement District Supplemental Response to Notice and Demands contained in July 21, 2017 POCID Correspondence.
2. Republic Contract for Waste Services

The Board of Directors did not convene into Executive Session.

H. 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.)

Director O'Neill would like USW Utility Group to get with Republic Trash Services on trying to get a dumpster out to the District before the scheduled date in October. Once scheduled The Board of Directors would like the posting of the dumpster to be on the district website, Post Office, and on the office bulletin board. Residents will need to know that they will have to bring their most recent bill to dump.

I. ADJOURN

Director Bradford makes a motion to adjourn.

MOTION: Marshall Bradford

SECOND: Bobby Raybon

Motion approved: 4-0


The meeting adjourned at 2:13 p.m.

Minutes APPROVED by the Board of Directors on the ____ day of September 2017.

ATTEST:



Bobby Raybon, Secretary



Leon Brown, President