



Port O' Connor Improvement District

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

Minutes

November 16, 2020 1:00 pm

Regular Board Meeting

The Board of Directors of the Port O'Connor Improvement District held a Regular Board Meeting on **Monday, November 16, 2020 at 1:00 p.m.** at the District Office, 39 Denman Drive, Port O'Connor, Texas.

A. CALL TO ORDER

Director 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, Mike Clifton, Maria Denney, David Randolph, Nathan O'Neill and John Childers

DIRECTORS ABSENT: Erny McDonough (phone)

ALSO PRESENT: Oscar Pena, Kim Stafford, Philip Givens (Superior Management), Donna Grafe-Tucker (Walker Keeling LLC), Brian Kramar (Mercer Construction),

MEMBERS OF THE PUBLIC PRESENT: John Childers, Nathan O'Neill, Donald Goldman (Goldman, Hunt & Notz, LLP) and Terry Ruddick (Urban Engineering)

B. PUBLIC COMMENT WELCOME

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

Acted on by Directors Danny McGuire, Maria Denney and Mike Clifton

1. 2020 Directors Election, including:

- a. Adopt Order Canvassing Returns and Declaring Results of Directors Election.
- b. Approve and distribute Certificates of Election.
- c. Approve Directors' Sworn Statements, Bonds and Oaths of Office.

1. Elección de Directores de 2020, incluyendo:

- a. Adoptar Orden de Escrutinio y Declaración de Resultados de la Elección de Directores.
- b. Aprobar y distribuir Certificados de Elección.
- c. Aprobar Declaraciones Juradas, Fianzas y Juramentos al Cargo de los Directores.

Motion: Danny McGuire

Second: Mike Clifton

To approve the 2020 Directors Election including adopt order canvassing returns and declaring results, distribute certificates of election and approve directors sworn statements, bonds and oaths of office.

Motion Approved: 3-0

Moción: Danny McGuire

Segundo: Mike Clifton

Aprobar la Elección de Directores 2020, incluyendo la búsqueda de órdenes de adopción y la declaración de resultados, distribuir certificados de elección y aprobar declaraciones juradas de directores, bonos y juramentos de cargo.

Moción Aprobada: 3-0

Acted on by Directors Danny McGuire, John Childers, Nathan O'Neill and Mike Clifton

2. Reorganize Board and elect officers.

Motion: Mike Clifton

Second: John Childers

To approve Danny McGuire as President of the Board.

Motion Approved: 4-0

Motion: Danny McGuire

Second: John Childers

To approve Mike Clifton as Vice President.

Motion Approved: 4-0

Motion: Danny McGuire

Second: Mike Clifton

To approve Nathan O'Neill as Secretary.

Motion Approved: 4-0

3. Authorize filing of District Registration Form with Texas Commission on Environmental Quality.

Motion: Mike Clifton

Second: John Childers

To authorize filing of District Registration Form with Texas Commission on Environmental Quality

Motion Approved: 4-0

4. Open Meetings Act and Public Information Act Training Requirements and Cyber Security
No action taken.

5. Conflict of interest disclosure required under Chapter 176 of the Texas Local Government Code, including review of disclosure forms adopted by the Texas Ethics Commission and List of Local Government Officers.

No action taken

6. Authorize new president to execute all documents prior Board President was authorized to sign, including TWDB project documents, contracts, and any other documents previously authorized by the Board

Motion: Mike Clifton

Second: John Childers

To authorize new president to execute all documents prior Board President was authorized to sign, including TWDB project documents, contracts, and any other documents previously authorized by the Board

Motion Approved: 4-0

Acted on by Directors Danny McGuire, Maria Denney and Mike Clifton

7. Preliminary and Final Plats for West Bank Subdivision

Motion: Mike Clifton

Second: Maria Denney

To approve the preliminary and final plats for West Bank Subdivision

Motion Approved: 3-0

8. Preliminary and Final Plats for La Vida Facil Subdivision

Motion: Mike Clifton

Second: Maria Denney

To approve the preliminary and final plats La Vida Facil Subdivision

Motion Approved: 3-0

9. Preliminary and Final Plats for Caracol Resubdivision No 8 Replat of Lots 53, 54 and 55

Motion: Mike Clifton

Second: Maria Denney

To approve the preliminary & final plats for Caracol Resubdivision No 8 Replat of Lots 53, 54 and 55

Motion Approved: 3-0

10. Preliminary and Final Plats for Caracol Lt 52R

Motion: Mike Clifton

Second: Maria Denney

To approve the preliminary and final plats for Caracol Lt 52R

Motion Approved: 3-0

11. Preliminary and Final Plats for Marlin Azul Villa's

Motion: Mike Clifton

Second: Maria Denney

To approve the preliminary and final plats for Marlin Azul Villa's

Motion Approved: 3-0

Acted on by Directors Danny McGuire, John Childers, Nathan O'Neill, Mike Clifton and David Randolph

12. Resolution to Third Coast Bank

Table

13. Authorization for Veritex Community Bank

Table

14. Texas Region Bank Account Financial Institution Agreement
Table

15. Proposal Leak Detection Survey

Motion: John Childers

Second: Mike Clifton

To authorize the District Manager to hire a leak detection survey company with the transmission line included.

Motion Approved: 5-0

16. Proposal for AMI/Smart Meter

No action taken

17. LaSalle Water Reconciliation and Annual True up

No action taken.

18. Proposals for Payroll Profession Services

Motion: Mike Clifton

Second: John Childers

To authorize committee of Danny McGuire, Phillip Givens, Kim Stafford, Mike Clifton and Oscar Pena to consider proposals & select a bookkeeping or payroll service.

Motion Approved: 5-0

19. Proposal for Utility Billing Software

Motion: Mike Clifton

Second: John Childers

To authorize committee of Danny McGuire, Phillip Givens, Kim Stafford, Mike Clifton and Oscar Pena to proposals and select a Utility Billing Software Company.

Motion Approved: 5-0

20. Tap Fees

No Action

Acted on by Directors Danny McGuire, John Childers, Nathan O'Neill and David Randolph

21. 2020 Notice to Purchasers

Motion: David Randolph

Second: Nathan O'Neill

To approve the 2020 Notice to Purchasers

Motion Approved: 4-0

22. Professional Services Agreement: District Engineer

No Action

23. Review & approve District Engineer contract amendment for Denman Rd elevated storage tank
Table

24. Review & approve District Engineer contract amendment for rehab of 16th St elevated storage tank
Table

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. October 8, 2020 Regular Board Meeting Minutes

Motion: John Childers

Second: Nathan O'Neill

To approve October 8, 2020 Regular Board Minutes.

Motion Approved: 4-0

2. APPROVAL OF PAYABLES

A. Port O'Connor Improvement District – Municipal Accounts & Consulting, LP, Bookkeeper Report

B. E2410A – POCID – 2020 Water Distribution Improvements – Phase 2 – Pay App 1

C. E2410B – POCID – Vacuum Sewer System Improvements – Pay App 4

D. Defined Area - Municipal Accounts & Consulting, LP, Bookkeeper Report

Motion: John Childers

Second: Nathan O'Neill

To approve all payables for POCID, Defined Area, E2410A – POCID – 2020 Water Distribution Improvements – Phase 2 – Pay App 1 and E2410B – POCID – Vacuum Sewer System Improvements – Pay App 4

Motion Approved: 4-0

3. Report of General Manager, Phillip Givens

Discussion took place over the following:

1. Business Case Analysis (BCA)

2. TWDB DWSRF Application

A. FMT Capacity Assessment

B. Water Conservation Plan

C. Connections & Population Data

D. RFI #3

E. RFI #1

F. RFI #2

3. Strategic Management Plan

A. Infrastructure Stability (Asset Management Plan)

B. Stakeholder Understanding and Support

C. Develop Operational Resiliency (Emergency Response Plan)

1. AWIA 2018

2. Risk and Resiliency Assessments
3. Emergency Response Plan
- D. Leadership and Staff Development
4. Operating Policy Review
5. Proposals for both AMI Implementation (Smart Water System) and Leak Detection Survey
6. AVR MBA Program
7. District Master Plan
8. Invoice Review
9. Tax Collection Reports

Motion: John Childers

Second: David Randolph

To authorize General Manager Phillip Givens to finalize the TWDB Application.

Motion Approved: 4-0

4. Report of District Manager, Oscar Pena
Discussion took place over the following:

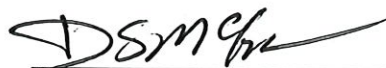
- A. District Status
- B. Work in Progress
- C. Water Production Report
- D. Administrative
- E. Purchases

5. Report of District Engineer, John Mercer
Brian Kramer discussed the following:

- A. TWDB Project 21750 Update
- B. Status of TCEQ Bond Projects.
- C. Status of TWDB Bond Projects.

The meeting adjourned at 3:26 p.m.

Respectfully submitted,



Danny McGuire, President



Nathan O'Neill, Secretary

Signed this 16 day of December, 2020.

These minutes were approved on December 10, 2020.